Softouch Development, Inc.
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"The true worshipers will worship the Father in spirit and truth, for they are the kind of worshipers the Father seeks." (John 4:23)

Welcome to EasyWorship 2009

You have lots of choices for presentation software, and we're glad you chose EasyWorship 2009! Softouch Development, Inc. is a team of Christian developers, designers and support staff out of Tulsa, Oklahoma, and we work hard to give our users the best solution for worship presentation software. We're committed to an excellent product and to serving you as our customer.

As you use EasyWorship 2009, you'll notice it is both powerful and easy to use. That only happens as we dialogue with our customers, so please provide feedback at our support forum online at http://www.easyworship.com/support. The forum is read and answered daily by our team, and it's a place where you'll discover lots of helpful tips and solutions as well as a big network of users just like you.

Free Support is available Monday thru Friday, 9AM to 6PM CST.

By Phone: +1 (918) 250-1493
By Email: support@easyworship.com
Online: easyworship.com/support

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What's New in EasyWorship 2009

Display Foldback (Stage Display)

- Send Lyrics and Scripture content to stage monitors (automatically synced with audience output)
- Send Alerts and custom messages to stage monitors (only seen on stage)
- Clock Display shows the current time
- Lyric Display, optional verse/chorus tags, shows first line of next slide, automatic word wrap, and more
- PowerPoint Display shows current and next PowerPoint slides
- Full control of format and style, including: text/font styles, custom background (not just black), scrolling or static alerts, and more (requires additional hardware)

VJ (Video Jockey) Mode

- Live background switching (with transitions)
- Switch between Videos, Images, Feeds and Slide Backgrounds

Audio Integration

- Add audio files directly to the Schedule
- Add audio files as backgrounds to Songs or Scripture
- Background audio can be controlled (play/pause, volume, mute)
- Background audio syncs with background videos (controls are synced)

Web Display

- Easily enter URLs to display web pages
- Integrated navigation controls (home, back, next, refresh, stop)
- Full support for YouTube videos, and more
- Full support for Flash-based content

Integrated Media Store

- Easily browse thousands of popular Mini Movies, Motions, Countdowns and Stills
- Preview media directly in EasyWorship
- Integrated Downloads, automatically puts your new media where it should be (no need to manually find and install downloaded media)

Updated User Interface

- Updated buttons and icons throughout
- Redesigned media player and interface controls for video, DVD and feeds
- Redesigned resource area and display options (preferences) area
- Theme aware so the look automatically customizes for XP, Vista or Windows 7
- Redesigned control header (top bar) and pane dividers to optimize workspace
- Redesigned to work with varying screen DPIs (large fonts)

Getting Started

Activating and Registering EasyWorship

When EasyWorship is purchased, you will receive an email with registration information in it or you may receive a CD with a product key attached. Follow the instructions below to register EasyWorship.

Register EasyWorship without a Product Key:
If you purchased EasyWorship and did not receive product key with the CD, **check your email for a registration email**, or check the envelope you received the disk in for a **registration letter**. Enter the registration information you received using the steps under Registering EasyWorship.

Activate EasyWorship using a Product Key:

Activate Your Product Key Today
We need your product key and contact information to help you get up and running with EasyWorship.
ACTIVATE ONLINE
EasyWorship.com/activate
ACTIVATE by PHONE
+1(918) 250-1493
Contact us online or via phone with your product key and contact information ready
Check your email for registration information
Enter registration information in EasyWorship
EasyWorship will time out in 30 days unless activated by web or phone.

If you receive this card with your EasyWorship CD, there are two ways to register EasyWorship using a product key, by phone or online activation.

1. Call (918)250-1493 9AM - 6PM (CST) to activate by phone.
   Visit EasyWorship.com/activate to activate online.
2. After activating via phone or online, check your email for a registration email.
3. Enter the registration information you received into EasyWorship using the steps under Registering EasyWorship.

Registering EasyWorship:

1. Open EasyWorship.
2. In the **About EasyWorship** dialog box, click **Register**.
3. In the **Register** dialog box, type the registration information in the appropriate boxes.

- *All of the registration information must be entered exactly as it appears in the registration letter.*

4. Click **Validate**. (The Registration fields will grey out)
5. Click **Continue** or **Close** to complete the registration.

-Or-

With EasyWorship Open:

1. Click on the **Help** menu, click **Register Products**.
2. In the **Register** dialog box, type your registration information in the appropriate boxes.
    - All of the registration information must be entered exactly as it appears.
3. Click **Validate**. (The Registration fields will grey out)
4. Click **Close** to complete the registration.

If you have any problems ***See:*** Incorrect Serial Number!. You may also call us at **+1 918-250-1493**, or e-mail us at support@easyworship.com.

Incorrect Serial Number!

Warning
Incorrect Serial Number!
Please verify that the Name and Phone Number you have entered appears exactly the way it appears in the information you received when you registered.
OK

This error can occur for a couple of reasons:

1. EasyWorship has already been registered.
    - If EasyWorship is upgraded from an older version that was already registered, there is no need to enter your serial number. This error will appear if the same registration code is entered again.

    - To determine if EasyWorship is already registered, Click on the **Help** menu then **About EasyWorship**. If the church name and serial number are in the registration area at the bottom, the software is already registered.

2. Your EasyWorship registration information has not been entered exactly as it is on your registration letter.

- Verify that the registration information has been entered exactly as it is on the registration letter. The Church name, Phone Number, Serial number are all case and space sensitive.
- The serial number has to be entered with the dashes included.
- The phone number should be entered exactly as it is in the letter or email that you received when the software was purchased.

If you continue to receive this error message call us at **+1 918-250-1493**, or email us at support@easyworship.com.

System Requirements

System Requirements for Desktop & Laptop Computers

See: System Requirements on EasyWorship.com for the latest information.

EasyWorship is compatible with Windows 98, SE, ME, 2000, XP and Vista, and will run on most computers that meet the requirements for those operating systems. And since EasyWorship is a dual output system, you'll need a dual output card for displaying the control screen separately from the live presentation output.

You don't need a fast computer to take advantage of the basic features EasyWorship has to offer. However, if you want to display text over moving backgrounds with video transitions or if you're looking to display HD content, pay close attention to these requirements.

The following are the preferred computer requirements for EasyWorship:

Basic Requirements

Keeping it simple? Here's what you need to display songs and Scriptures over still backgrounds and to run PowerPoint slideshows

- 500 MHz Pentium II Processor or better
- 128 MB RAM
- 100 MB free disk space
- Two video cards or a dual head video card
- CD-ROM Drive

General Requirements

Here's what you need to play DVDs and display text over video with smooth transitions.

- 1.7 GHz Pentium 4 Processor or better
- 512 MB RAM or more
- 7200 RPM hard drive
- 500 MB free disk space
- NVIDIA G-Force 5200 video card or better (Dual output AGP or PCI Express video graphics card with 128 MB of dedicated video RAM)
- Available DVD drive and recommended codecs

HD Requirements

- 2.8 Ghz Intel dual core or quad core processor
- 1 GB RAM or more for XP / 2 GB RAM or more for Vista
- SATA 7200 RPM Hard Drive with 8MB cache
- 500 MB of free disk space
- NVIDIA G-Force 8600 video card or better (we suggest NVIDIA chipsets or PCI EXPRESS [x16] if supported by motherboard).

Video Cards

Video cards should be purchased with either an AGP or PCI Express interface. Standard PCI video cards will work, but you will be unable to do quality video transitions and high definition video.

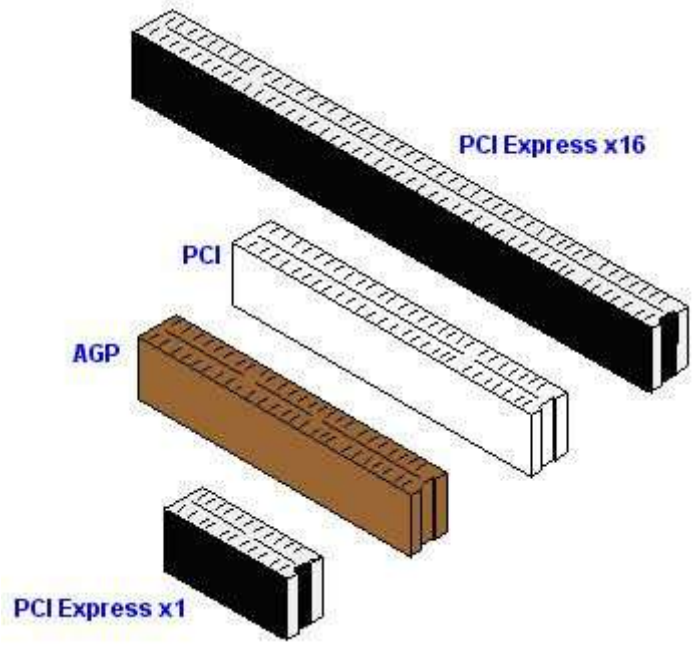
Laptops
Laptop computers should meet the same requirements of a desktop computer. Verify with your laptop manufacturer that the video card can support Windows extended desktop and not just clone what is on your laptop display. Most late model laptops with NVIDIA, ATI or Intel graphics cards will have this ability. If you only have one monitor connection on your laptop, your laptop display will be your primary output (operator screen) and your projector will be your secondary output (live screen).

See: Dual Monitors Explained and Laptop Setup for more info on setting up a laptop for Dual video output.
See: Computer Requirements Unsupported for more information about unsupported hardware.

More Video Card info

- **PCI Express** is faster, and slightly more expensive than **PCI**.
- There are different levels of **PCI Express**, referred to as x1(by 1), x4(by 4), x8(by 8) and x16(by 16).
- **PCI Express** slots are usually **black**, **PCI** slots are usually **white** and if you have an older system, **AGP** slots are usually **brown** in color. Note that some motherboards may vary in color.
- **PCI Express 16x** is the fastest technology.
    - Choose **PCI Express** over **AGP** for speed if you have the option.
    - Choose **AGP** or **PCI Express** over **Standard PCI** if you have the option.
    - Standard **PCI** is the slowest option. It will work, but you will not have the best performance.
- See picture below to determine which slot(s) you have available on your motherboard keeping in mind that your existing video card is normally removed so that slot may be available, too, and you may have more than one of each. To do this you will have to pop the cover off of your PC to get a look at your motherboard.
- We recommend using a **Single PCI Express or AGP** video card with two video outputs over using two video cards with single outputs. This makes setup much easier.

The slots that you have available will determine which video card(s) you can use.



- All graphics cards must support **DirectX** in order to use all of the functions of EasyWorship.
- Download the latest versions of drivers for any new hardware device from the manufacturer's website after you install it.
- Many new computers will come with a less powerful graphics card already installed. In some cases, these cards do not handle our multimedia requirements well. Many times they only have the ability to display output on one monitor.
- We recommend **nVidia** graphics cards. They have proven to be the least problematic for EasyWorship customers and they provide the best performance for what we do.
- Many of the **ATI, Via S3** and **SIS** cards work. However, when trying to use the DVD editor, some of them have caused an Active Movie window to appear. This renders the DVD editor unusable. ***See:*** ActiveMovie Window Over DVD Editor for more info.
- When shopping for a graphics card, **avoid nVidia GeForce** Cards with a model number ending in **LE** or **Turbo Cache**.
- Cards with **LE** in the name are scaled down versions of a higher end graphics card, and may not perform well.
- **Turbo Cache** is a new feature on nVidia video cards, that allows the video card to share the system memory. These types of cards don't perform as well. Many of these cards do not allow EasyWorship enough memory to enable DirectX support.
- ATI has a feature like the Turbo Cache feature on the nVidia cards. It is called **Hyper-memory**. You may see the same results with these cards.

Recommended Video Capture Cards

See: System Requirements on EasyWorship.com for the latest information.

Recommended Capture Cards
5 Volt PCI:

- KWORLD X-Pert DVD Maker PCI Card VS-L883D (Vista 64/32 compatible)
- ViewCast Osprey 100 found at viewcast.com (Vista Compatible using XP Drivers)
- ADSTech Instant Video PCI (PTV-390) (Vista Compatible)
- AverMedia DVD EZMaker PCI

Universal PCI:

- ViewCast Osprey 230 found at viewcast.com (Vista Compatible using XP Drivers)

PCI E X1:

- KWORLD PlusTV PVRTV-PE360-A (Vista 64/32 compatible)

USB:

- KWorld DVDMaker USB 2.0 (Vista 64/32 compatible)

See: System Requirements on EasyWorship.com for the latest information.

Notes:
You may need to set your capture card to use a 320x240 or 640x480 capture resolution for best performance. ***See:*** Working with Feeds

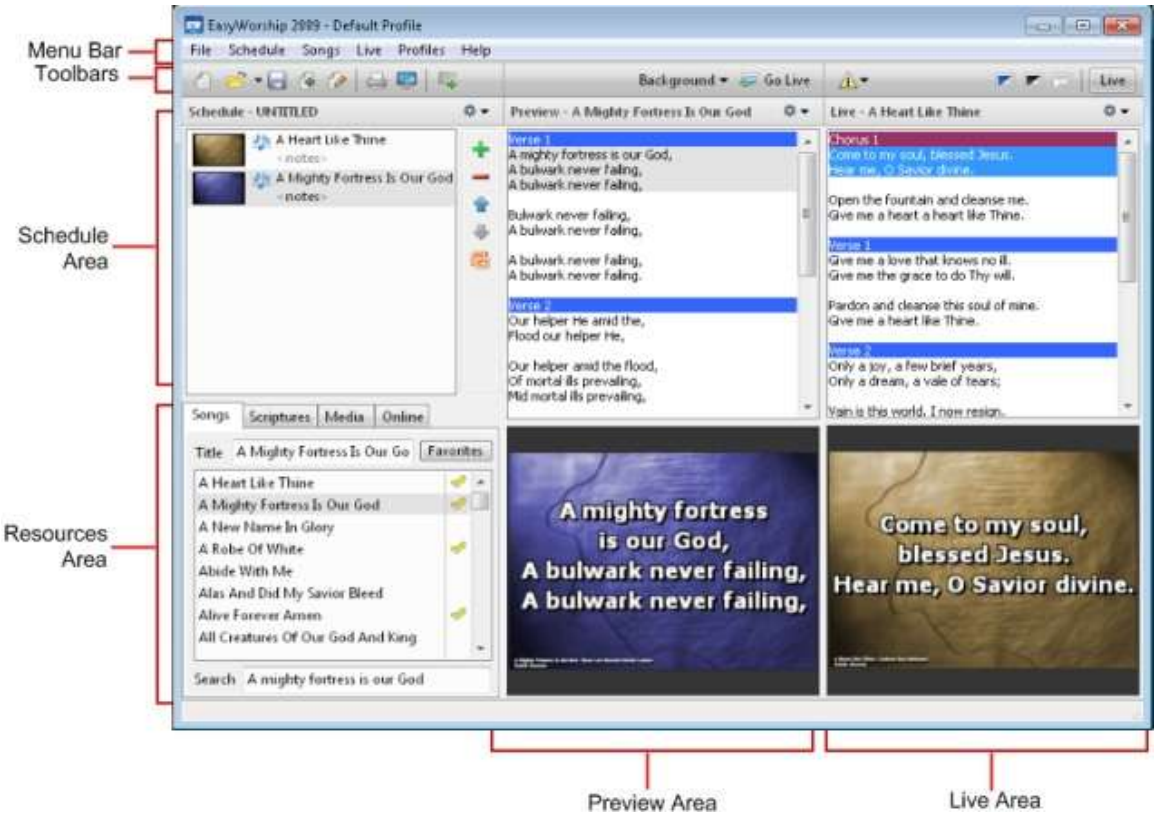
Foldback Hardware

The Matrox DualHead2Go or TripleHead2Go box is recommended for the Foldback feature. ***See:*** Foldback Monitor Setup for help setting up EasyWorship to work with this device.

An inexpensive pci graphics card may also be used for foldback, but the DualHead2Go and TripleHead2Go are the best solution. ***See:*** Using Foldback with a Secondary Graphics Card.

Get To Know EasyWorship

How it Works


Menu Bar
Toolbars
Schedule Area
Resources Area
Preview Area
Live Area
EasyWorship 2009 - Default Profile
File Schedule Songs Live Profiles Help
Background Go Live
Live
Schedule - UNTITLED
Preview - A Mighty Fortress Is Our God
Live - A Heart Like Thine
A Heart Like Thine
A Mighty Fortress Is Our God
Songs Scriptures Media Online
Title A Mighty Fortress Is Our Go
Favorites
A Heart Like Thine
A Mighty Fortress Is Our God
A New Name In Glory
A Robe Of White
Abide With Me
Alas And Did My Savior Bleed
Alive Forever Amen
All Creatures Of Our God And King
Search A mighty fortress is our God
A mighty fortress is our God, A bulwark never failing, A bulwark never failing,
Come to my soul, blessed Jesus. Hear me, O Savior divine.

Work Flow:
The presentation flows from the left Schedule column through the center preview column to the live column at the right. Clicking the **Go Live** button sends the current item the center preview column to the right live column and to the screen. The next item in the schedule is automatically selected and shown in the center preview column. When you are finished displaying the current item in the live column press **Go Live** again to display the next item in the schedule.

Schedule Area:
The Schedule area contains selected items for a presentation. Drag and drop the items you want to use in your presentation into the schedule area. You may also add PowerPoint slide shows to your schedule by clicking the on the right side of the schedule window. Use the arrow keys on the right side toolbar to move items around in the schedule. You can also drag items around in the schedule. Schedules can be saved for future use.

Resource Area:
The Resource provides access to songs, scriptures, media, and online content.

Song Tab: displays the song database.
Scripture Tab: displays the Scripture database with version option tabs at the bottom.

Media Tab: displays the Video, Images, Feeds, DVD and Audio tabs. You can double-click on an item to project it immediately; or you can place songs, scriptures, and media into the Schedule to create an ordered service.

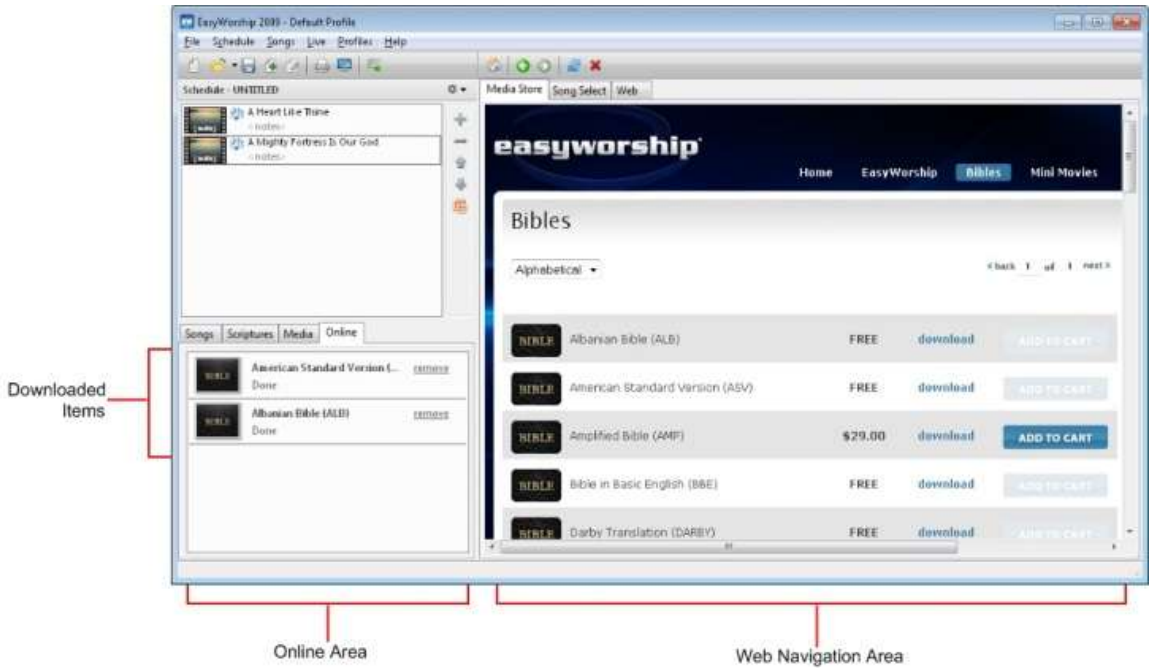
Online Tab: EasyWorship has the ability to interact with the web. Click the Online tab to unlock the web features in EasyWorship.

Downloaded Items: The downloaded items area will be blank until media or bibles have been downloaded from the Media store tab.

Media Store: The Media Store tab allows you to purchase and download media and bibles for use in EasyWorship. The media or bibles are downloaded directly into EasyWorship.

SongSelect: The SongSelect tab allows you to import songs directly into the songs database from SongSelect. (CCLI SongSelect subscription required)

Web: This feature allows web pages to be added to the schedule. YouTube videos can be streamed in full screen mode directly from the web. This feature also allows for playback of SWF files. ***See:*** Playing Flash Content



Preview Area:

In the middle section, the Preview area shows the item that is currently selected either in the resource are or in the schedule. To move the contents to the Live Output area and display it to the congregation, in the Preview area, double-click on the highlighted item or click the **Go Live** button.

Live Output Area:

The Live Output area in the right section displays what is currently being projected on the screen. You can navigate the contents and choose verses to keep up with the leader using the mouse or arrow keys.

Video Jockey Mode: Video Jockey or VJ mode is enabled by clicking the drop down button at the top right of the Live area. This is a feature that allows you to quickly change backgrounds on the fly, by just clicking on the video, image, feed or background you wish to use.

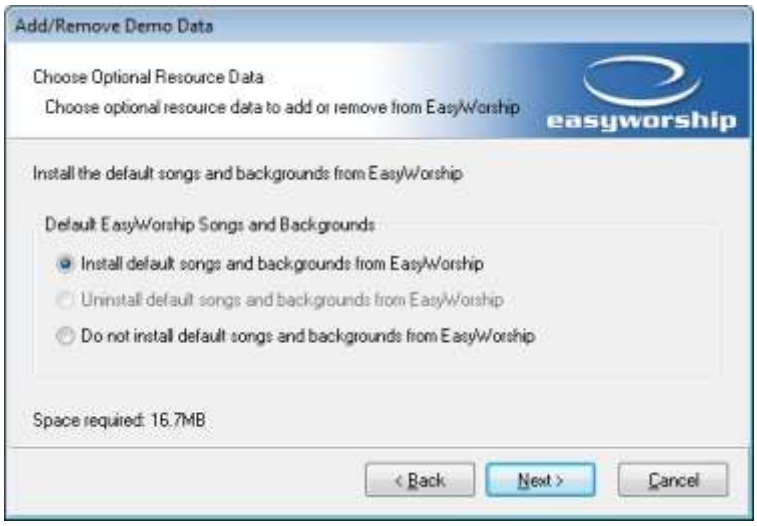
Running EasyWorship For The First Time

When launching EasyWorship for the first time, a prompt will appear to install the demo data that comes with EasyWorship.
The demo data is not required for EasyWorship to operate. The demo data may be installed or uninstalled. ***See:***Adding and Removing Demo Songs. Use the instructions below to install them upon running EasyWorship for the first time.

1. When opening EasyWorship the first time the Add/Remove Demo Data window will appear.
2. Select **"Install songs from GreatWorshipSongs.com",** To install the 100+ classic and contemporary songs from GreatWorshipSongs.com.
3. Click **Next.**

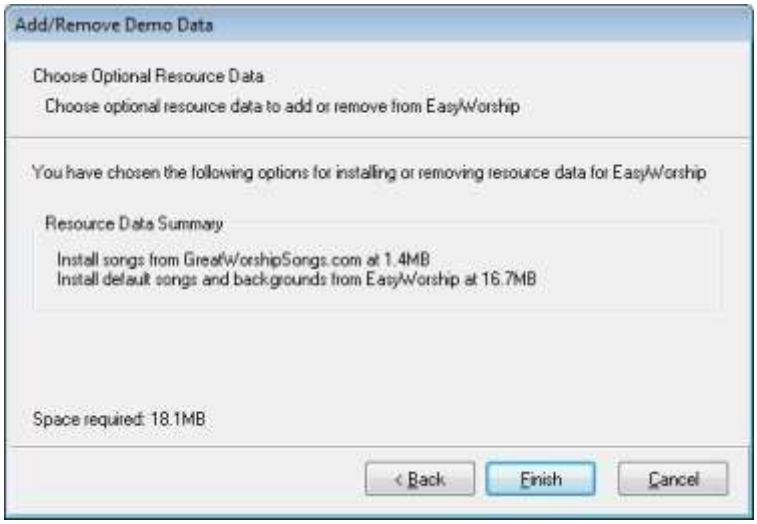
Add/Remove Demo Data
Choose Optional Resource Data
Choose optional resource data to add or remove from EasyWorship
great worship songs.com
Install top song lyrics like God of Wonders, Majesty and others, courtesy of GreatWorshipSongs.com. Over 100 songs absolutely FREE!
GreatWorshipSongs.com Songs
Install songs from GreatWorshipSongs.com
Uninstall songs from GreatWorshipSongs.com
Do not install songs from GreatWorshipSongs.com
Space required: 1.4MB
More information at GreatWorshipSongs.com
< Back
Next >
Cancel

4. Select **"Install default songs and backgrounds from EasyWorship",** to install the default backgrounds and songs from EasyWorship.
5. Click **Next.**


Add/Remove Demo Data
Choose Optional Resource Data
Choose optional resource data to add or remove from EasyWorship
easyworship
Install the default songs and backgrounds from EasyWorship
Default EasyWorship Songs and Backgrounds
Install default songs and backgrounds from EasyWorship
Uninstall default songs and backgrounds from EasyWorship
Do not install default songs and backgrounds from EasyWorship
Space required: 16.7MB
< Back
Next >
Cancel

6. Click **Back** to change the previous selections or click **Finish** to proceed with installation of the EasyWorship demo data.

- A window will now appear with a summary of the choices selected.


Add/Remove Demo Data
Choose Optional Resource Data
Choose optional resource data to add or remove from EasyWorship
You have chosen the following options for installing or removing resource data for EasyWorship
Resource Data Summary
Install songs from GreatWorshipSongs.com at 1.4MB
Install default songs and backgrounds from EasyWorship at 16.7MB
Space required: 18.1MB
< Back
Finish
Cancel

EasyWorship Hotkeys

Presentation HotKeys:

Show Control	Slide Control
HOME - First Slide **END** - Last Slide **DOWN -** Next Slide **UP** - Previous Slide **RIGHT Arrow -** Next Schedule Item **LEFT Arrow** - Previous Schedule Item **PAGE DOWN -** Go Live **Ctrl+C -** Clear text screen **Ctrl+B -** Black screen **Ctrl+F** - FoldBack Alert **Ctrl+L -** Logo **Ctrl+N** - Nursery Alert **Ctrl+M** - Message Alert **Ctrl+Space Bar** - Switches between live output and control screen in single monitor mode	**V <Enter>** - to select the first Verse **V# <Enter>** - to select Verse # **C <Enter>** - to select the first Chorus **C# <Enter>** - to select Chorus # **0*(Zero)*<Enter>** - to select the first Chorus **R <Enter> -** to select the first Pre-Chorus **R# <Enter> -** to select Pre-Chorus # **T <Enter> -** to select the first Tag **T#** <Enter> - to select Tag # **B <Enter>** - to select the first Bridge **B#<Enter>** - to select Bridge # **I <Enter> -** to select the first Intro **I#** <Enter> - to select Intro # **E <Enter> -** to select the first End **E#<Enter> -** to select End # **Slide Number<Enter>** - to select the slide corresponding to the number typed. Switch to the **Summary View** to see the slide numbers .

Song/Scripture Editor:
Shift+Enter - In the Editor - Allows you to put extra spacing between lines of text without making the next line select a new slide.
Ctrl+A - Selects all of the text in the text editor.
Ctrl+C - Copies the selected text to the windows clipboard.
Ctrl+X - Cuts the selected text to the windows clipboard.
Ctrl+V - Pastes the text in the windows clipboard into the text editor.
Ctrl+Z - Undo - Reverses the last action taken.
Ctrl+Y - Redo - Reverses and Undo.

Drag and Drop Features

Drag and Drop refers to clicking on an item and holding down the left mouse button. As you hold down the button on an item, you can move it to the desired location and release or drop the item. Following are the areas in which you can use the Drag and Drop Feature:

Items Within EasyWorship:

1. Click on the Songs, Scriptures or Media Tabs and select the item you wish to drag into the schedule.
2. Drag the item and release it into the schedule area.
3. To remove an item from the schedule area, click the button on the schedule pane or right click on the item and click Remove from Schedule.
4. You can also drag backgrounds onto a song in the schedule area. ***See:*** Assign Background to song

Items outside EasyWorship into EasyWorship:
EasyWorship allows you to drag and drop saved schedules, videos, and images into EasyWorship. You can drop them into the following areas: Schedule, Videos resource area, Images resource area, Backgrounds/Options palette.

Schedule Files:

1. Resize the working screen of EasyWorship into a smaller working window.
2. Drag any saved schedule file from anywhere in Windows into your schedule area in EasyWorship

Video, Images & Video Files:

1. Resize the working screen of EasyWorship into a smaller working window.
2. Drag and drop any video file from anywhere in Windows into the Media\Videos, Images or Audio resource area of EasyWorship.

Notes
EasyWorship will not copy the video or image file to **Your Profile Folder** /Resources/Videos, Images or Audio folder. This feature only adds a shortcut to the folder. If you wish to add a video to the Videos or Images folder, copy the file to: **Your Profile Folder /Resources/Videos, Images or Audio**
See: Locating Your Profile Data to find out how to find your resources folder.
See: *Working with Videos*, *Working with Images* & Working with Audio Files

Background Files:

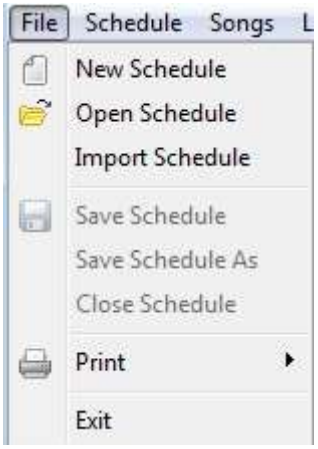
1. **Resize** the working screen of EasyWorship into a smaller working window.
2. Click on the **Backgrounds button** above the **Preview area**.
3. Click on **Options**.
4. The **Backgrounds Options** window will now appear.
5. **Drag and drop** any video file from anywhere in Windows into the Media \ Images resource area of EasyWorship. You will now have that background to Modify or use "as is" in the Backgrounds palette. Click **OK**. For more information on Modifying Backgrounds ***See:*** Modifying Backgrounds.

Notes

Deleting, moving or renaming the file associated with a thumbnail in EasyWorship, will cause an Exclamation Point to appear. **See:** *Exclamation Points On My Thumbnails*

Menus

File Menu



New Schedule: Allows you to create a new schedule file. Much like creating a new Word document or PowerPoint presentation. The Schedule in EasyWorship contains all the songs including their lyrics and backgrounds, PowerPoint files, Images, Videos and feeds for a service.

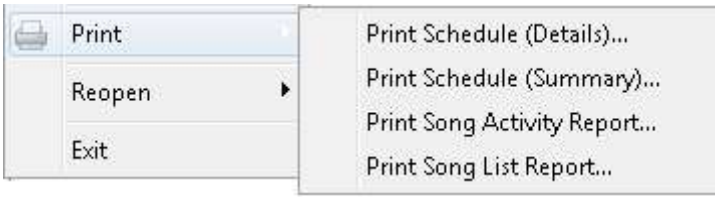
Open Schedule: Allows you to open a previously saved schedule file. This allows you to browse your hard drive to a schedule file you have saved, much like opening a PowerPoint presentation file.

Import Schedule: Allows you to merge two schedules together. For example, if the Pastor wants to create a schedule with all the scriptures he wants to use and a PowerPoint slide show for his sermon notes, you can import that into the schedule you created for the song service.

Save Schedule: When working on a schedule you always want to save what you are working on. Use this function to save your schedule file.

Save Schedule As: This function allows you to save your schedule in a different location or as a different name.

Close Schedule: Allows you to close the current schedule you are working on without closing the EasyWorship program.



Print: Contains multiple printing features.

Print Schedule (Details)...: You can print the song lyrics for your current schedule. You can quickly access this feature by clicking the print icon on the toolbar.

Print Schedule (Summary)...: Prints a list of the songs used in the schedule without the song text.

Print Song Activity Report...: Prints a list of the songs you have added to the database, printed and displayed for reporting to CCLI.

Print Song List Report...: Prints a list of all the songs in your song database.

Reopen: Allows you to quickly reopen recently created Schedules.

Exit: Closes the EasyWorship program.

Help Menu

Contents: Takes you to the Help file for EasyWorship.

DirectX Troubleshooting: Allows you to quickly determine if DirectX support is enabled. If DirectX support is not enabled, EasyWorship will give you the option of enabling DirectX support.

Video Codec Troubleshooting: Allows you to see how EasyWorship is processing the videos you are displaying in EasyWorship by showing you what codecs are being used to decode the video.

Install Microsoft PowerPoint Viewer: Allows you to download and install PowerPoint Viewer 2007. This will only show up if Microsoft PowerPoint 2007 Viewer or Microsoft PowerPoint 2007 are not installed on your computer.

Register Products...: Allows you to enter your registration information if you haven't registered EasyWorship. Also allows you to enter serial numbers for new bibles you have purchased. If you are having problems registering a bible or EasyWorship, ***See:***Activating and Registering EasyWorship, or Incorrect Serial Number!

About EasyWorship:

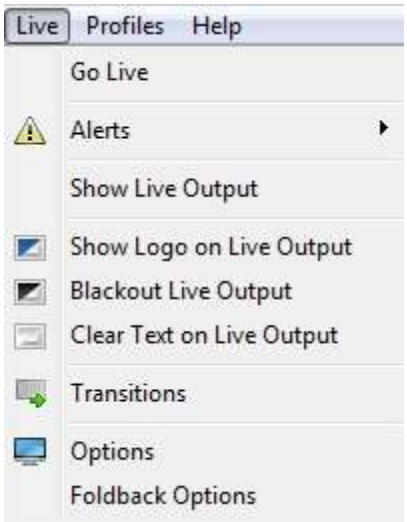
About: Tells you what version of the software you have. It also tells you who the software is registered to and what serial number was used.

License: Gives you the License and Warranty of the software.

Copyright: Gives you all of the copyright information pertaining to the bibles we offer in EasyWorship. This is the copyright information you would see in the front of a bible.

Register: Allows you to enter the registration information we sent to you. Once you register, you will have a permanent copy instead of an evaluation copy. ***See:***Activating and Registering EasyWorship

Live Menu



Go Live: Allows you to send the current item in the preview screen to the live screen. Most people use the Go Live button at the top of the preview area or press the Page Down key.
Alerts:

Nursery Alert: Allows you to enter the number or name of a child in the child care area to notify the parents they are needed. *See:* Using Nursery Alert and Nursery Alert Tab

Message Alert: Allows you to add messages to the screen without creating a song. ***See:*** Using Messages Alert and Message Alert Tab

Hide/Show Live Output: This turns off or on EasyWorship's output to the projector. This is the same as clicking the Live button at the top of the Live window.

Show Logo on Live Output: This menu item sends the background you have selected to be the Logo to the projector screen. *See:* Working With The Logo Button and Setting Transitions

Blackout Live Output: This feature covers the output screen with a black screen. ***See:*** Working With Black Clear and Logo Buttons and Setting Transitions.

Clear Text on Live Output: Clears the text of the current song from the screen leaving just the background you were using. ***See:*** Working With Black Clear and Logo Buttons and Setting Transitions

Transitions: This feature allows you to setup song to song, slide to slide, black/un-black, clear/un-clear, logo/un-logo and video transitions.

Options: Allows you to set the many different global options for EasyWorship. *See:* Setting EasyWorship Options

Profiles Menu

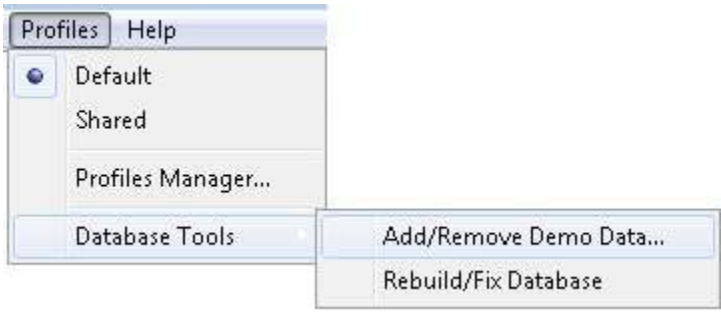
The Profiles menu contains multiple functions. The primary function is providing the ability to select the profile you wish to use. To change profiles, click the Profiles menu and select the profile you wish to switch to. Available profiles are listed at the top of the Profiles menu.

Profiles Manager: Allows you to edit and create profiles in EasyWorship. ***See:*** *Understanding Profiles*

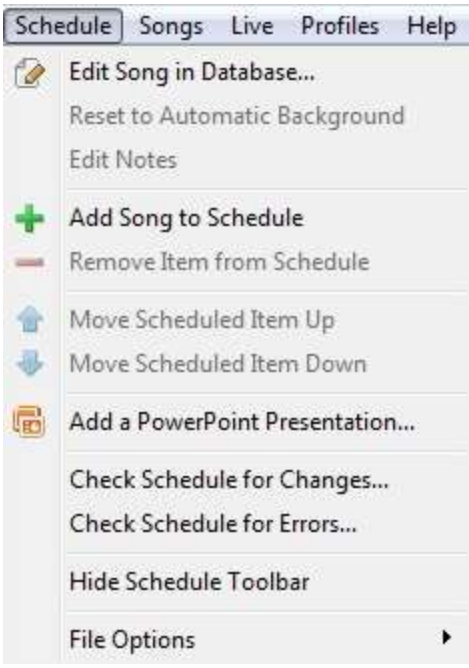
Database Tools:

Add/Remove Demo Data: Allows you to uninstall or install the demo songs and backgrounds that come with EasyWorship.

Rebuild/Fix Database: This is a tool that checks the database for errors and fixes them.



Schedule Menu



Edit Song in Schedule: Allows you to edit the currently selected song in the schedule. This is also a right click feature. Right clicking a song in the schedule will give you the same option. ***See:*** To edit a song in the schedule only

Reset to Automatic Background: Resets the background for the currently selected song to Auto instead of the assigned background. This is also a right click feature.

Edit Notes: Allows you to change the notes for a song in the schedule. This is also a right click feature.

Add Song to Schedule: Adds the song selected in the database to the current schedule. This is a right click feature and a drag and drop feature.

Remove Item from Schedule: Removes the selected item in the schedule from the schedule. This is also a right click feature.

Move Schedule Item Up: Moves the selected item up in the schedule. This is a right click, drag and drop and schedule toolbar feature.

Move Schedule Item Down: Moves the selected item down in the schedule. This is a right click, drag and drop and schedule toolbar feature.

Add a PowerPoint Presentation...: Allows you to find a PowerPoint file on your hard drive and add it to your schedule.

Check Schedule for Changes...: Checks the items in the schedule against the database. If an item is different from what is already in the database or a new item, EasyWorship will give you choices for what to do with that item. ***See:*** Check schedule for Changes

Check Schedule for Errors...: Checks the schedule to make sure it can find all of the images, videos and backgrounds used in the schedule. If EasyWorship cannot find one of them, it will ask you what to do about the error. ***See:*** Check Schedule for Errors

Hide/Show Schedule Toolbar: Turns off or on the Schedule toolbar on the right side of the schedule area.

Songs Menu

Edit Song in Database...: Allows you to edit the currently selected song in the database. This is also a right click feature. Right clicking the song will give you the same option. *See:* Editing Songs

New Song: Creates a new song in the Song database. *See:* Adding Songs

SongSelect Lyric Service: Allows you to import songs directly from the CCLI SongSelect website. *See:*Downloading Songs from the CCLI SongSelect Lyric Service

Delete Song: Removes the currently selected song in the database from the database. Caution: There is no recycle bin or trash for EasyWorship songs. When you delete it, it is gone.

Toolbars

EasyWorship Main Toolbar

- **New Schedule:** Allows you to create a new schedule file. Much like creating a new Word document or PowerPoint presentation.
The Schedule in EasyWorship contains all the songs including their lyrics and backgrounds, PowerPoint files, Images, Videos and feeds for a service.

- **Open Schedule:** Allows you to open a previously saved schedule file. This allows you to browse your hard drive to a schedule file you have saved, much like opening a PowerPoint presentation file. The Drop Down arrow gives you the option to select a previously saved schedule from a list.

- **Save Schedule:** When working on a schedule you always want to save what you are working on. Use this function to save your schedule file.

- **New Song:** Creates a new song in the Song database. *See:*Adding Songs

- **Edit Song:** Edits the currently selected song. *See:*Editing Songs

- **Print Schedule (Details)...:** You can print the song lyrics for your current schedule.

- **Options:** Allows you to set the many different global options for EasyWorship. *See:*Setting EasyWorship Options

- **Transitions:** This feature allows you to setup song to song, slide to slide, black/un-black, clear/un-clear, logo/un-logo and video transitions.

Live

Alerts -

Nursery Alert: Allows you to enter the number or name of a child in the child care area to notify the parents they are needed. *See:* Using Nursery Alert and Nursery Alert Tab

Message Alert: Allows you to add quick alert messages to the Front of House screen. *See:*Using Messages Alert and Message Alert Tab

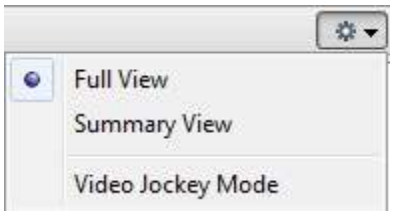
Foldback Alert: Allows you to add quick alert messages to the Foldback screen.

Logo - Turns Logo on or off. ***See:*** Working With The Logo Button

Black - Blacks the screen out. ***See:*** Working With Black Clear and Logo Buttons

Clear - Clears the text of the current song from the screen. ***See:*** Working With Black Clear and Logo Buttons

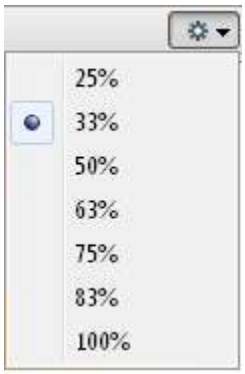
Live - Turns EasyWorship output on or off.



Full View - Shows the full text of each slide in the song.

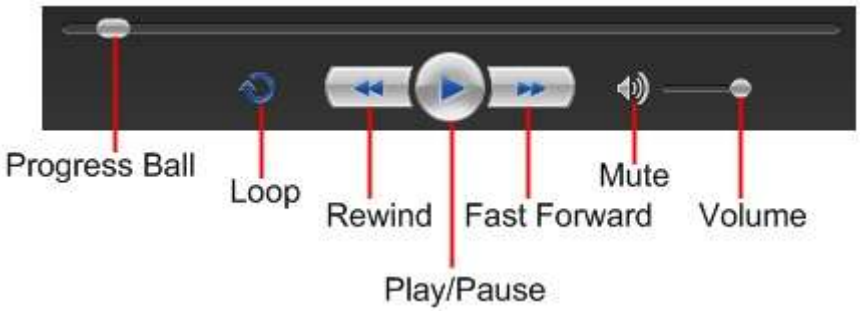
Summary View - Shows the first line of each slide.

Video Jockey Mode - Enables the VJ control window at the bottom of the live area, allowing you to change backgrounds on the fly.



When using PowerPoint files, the drop down arrow allows you to change the size of the thumbnails.
See: Using PowerPoint Files

When going live with a scripture while showing a PowerPoint slide show, EasyWorship allows you to jump back into the PowerPoint file you were displaying by clicking the PowerPoint button. This feature only works with PowerPoint files and Scriptures.

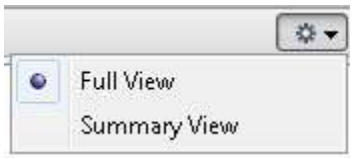


VCR Controls - Allows you to pause, play, rewind, fast forward, mute, adjust volume and turn looping on and off for videos, DVD clips and audio files. Not all functions are available when using a video as a background.

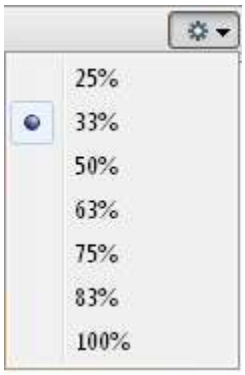
Preview

Background - Allows you to select a global background for the songs in the schedule and currently being previewed.

Go Live - Sends the current item in the Preview area to the Live area.

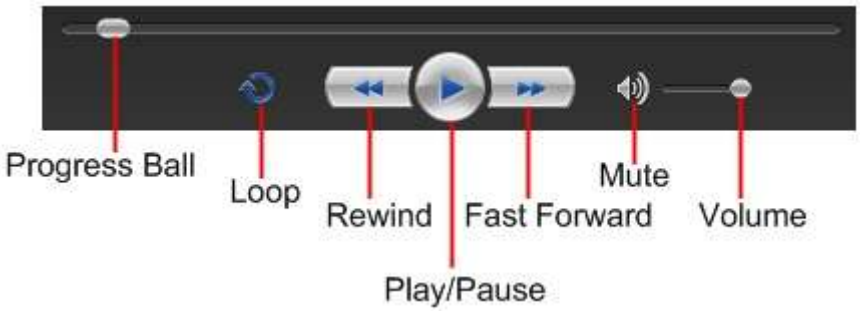


Full View - Shows the full text of each slide in the song.
Summary View - Shows the first line of each slide.



When using PowerPoint files, the drop down arrow allows you to change the size of the thumbnails. ***See:*** Using PowerPoint Files

VCR Controls - Allows you to pause, play, rewind, fast forward, mute, adjust volume and turn looping on and off for videos, DVD clips and audio files. VCR controls are not displayed for video backgrounds in the Preview pane.



Schedule Toolbar

- **Add Item to Schedule:** Adds the song selected or media item to the current schedule. This is a right click feature and a drag and drop feature.

- **Remove Item from Schedule:** Removes the selected item in the schedule from the schedule. This is also a right click feature.

- **Move Schedule Item Up:** Moves the selected item up in the schedule. This is a right click, drag and drop and schedule toolbar feature.

- **Move Schedule Item Down:** Moves the selected item down in the schedule. This is a right, drag and drop and schedule toolbar feature.

- **Add a PowerPoint Presentation...:** Allows you to find a PowerPoint file on your hard drive and add it to your schedule.

Editor Toolbar

Type the name of the Song or Scripture verse here.

Click to enter copyright information for a song.

Click to import text from a text file.

Print

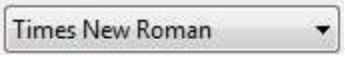
Cut

Copy

Paste

Undo

Increase / Decrease editor text size. This only affects the editor window and not the song or scripture font size.



Select font drop down box.

Font size by screen percentage not point.

Bold

Italic

Underline

Shadow

Outline

Font color

Background Click to display background list.

Reset Attributes Resets the text attributes e.g. bold, italic, underline... back to the default settings.

Black, Clear and Logo Buttons

The black clear and logo buttons appear at the top right of the Live area.
They are toggle on and off buttons. When toggled, on these buttons will blink red.

Logo - Brings an image or video to the screen that you have already defined. ***See:*** Working With The Logo Button

Black - Transitions to Black and From Black. ***See:*** Setting Transitions

Clear - Clears the text from the screen leaving the background running. ***See:*** Setting Transitions

Using The Logo Button

EasyWorship allows you to easily display a background assigned to the Logo button. The button appears next to the Black and Clear buttons above the Live area. This is a toggle button that will toggle on and flash red and can be toggled off just as you would the Black or Clear buttons.

Assign a background to the Logo button:

1. Click the **Background** button above the **Preview** area.
2. The Background palette window appears displaying the thumbnails of the backgrounds you have added to this palette.
3. **Right click** on the image or video you want to assign to the **Logo** button.
4. Click **Set as Logo**.

Notes
To add a background to the background palette, **See:** *Adding Backgrounds*.

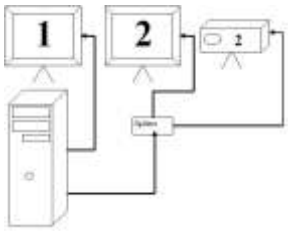
Monitor Setup

Dual Monitors Explained

EasyWorship is designed for dual monitor display. This means that EasyWorship displays two different monitor screens at the same time. Monitor #1 (or the primary monitor) displays the working or control screen, and Monitor #2 (or the secondary monitor/projector) displays the output screen that is projected to the congregation. Dual monitors make it possible to work and set up new songs and scriptures in EasyWorship, while the congregation is viewing only the current song, scripture, video, or feed.

EasyWorship uses Windows extended desktop to accomplish this. Windows 98 SE or later is required to enable Windows Extended desktop. The following are three different video card configurations that will allow you to use Windows Extended desktop.
Two video cards with a single output on each card (not recommended)
A single video card with two outputs (recommended)
A laptop with a video output on the back of the laptop.

Here are the most common ways to setup a computer for dual monitor output.
Split the second monitor display signal and send one cable to a second computer monitor and the other to the projector.



EasyWorship may also be setup with a single monitor on the desk to control the software and use your projector as the secondary monitor.

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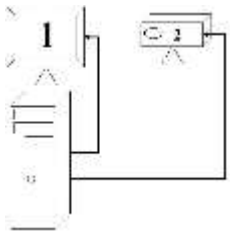
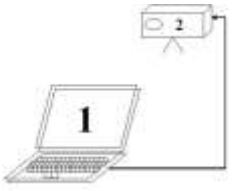
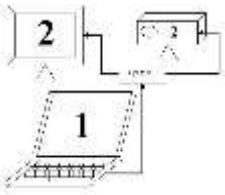


Customers using laptops will use their laptop monitor as Monitor #1 and the output on the back of the laptop for Monitor #2.



You may also add a video splitter to the output on the laptop in order to utilize a second monitor on the desk and a projector.



Here are the most common ways to setup a computer for dual monitor output.

Notes
Projection bulbs are very expensive and have a use life. A monitor may be less expensive and doesn't require that you run your projector while setting building schedules during the week!

See: Can I Run EasyWorship in Single Monitor Mode? for more information about running EasyWorship with only one video output.

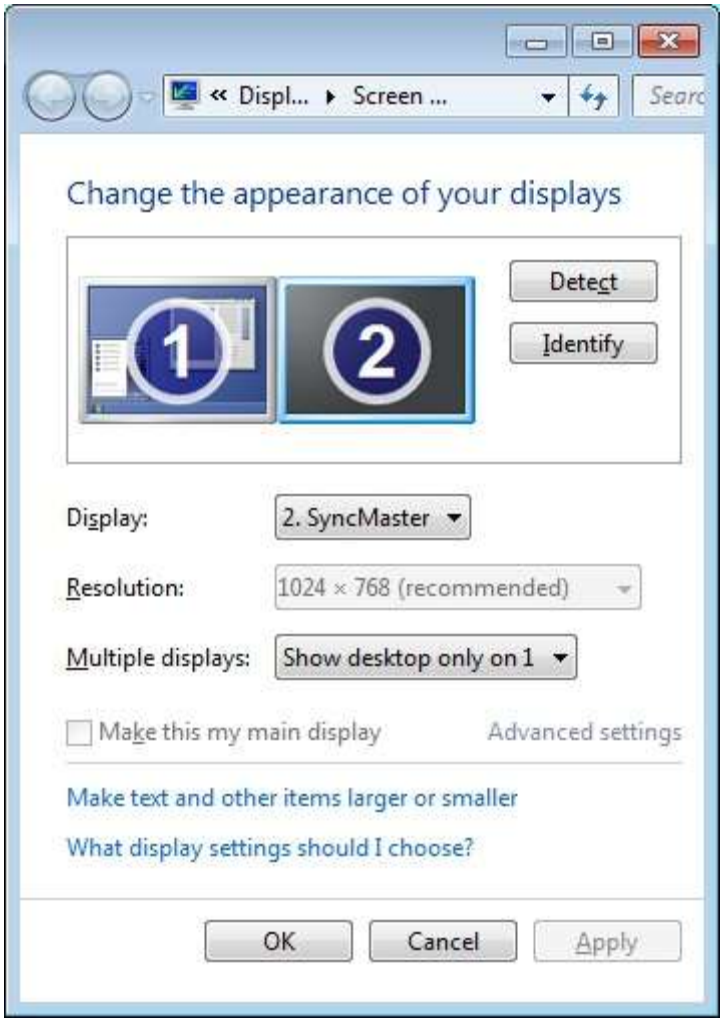
See: Enabling Windows Extended Desktop for instructions on how to check a computer for Dual Monitor compatibility and for instructions on setting up Dual Monitors to use with EasyWorship.

See: Computer Requirements Video Card and Computer Requirements Unsupported for help with choosing the correct video card for your system.

See: Dual Monitor Troubleshooting if you are having problems with your dual monitor setup.

Dual Monitor Setup
If you are using a laptop computer ***See:*** Laptop Setup

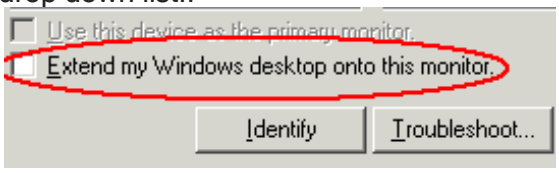
Enabling Windows Extended Desktop
1. **Right Click** on the Windows desktop.
2. Select: **XP:** Properties **Vista:** Personalize, **7:** Screen Resolution skip to step 4.
3. Click the **Settings Tab** or the **Display Settings Link**.



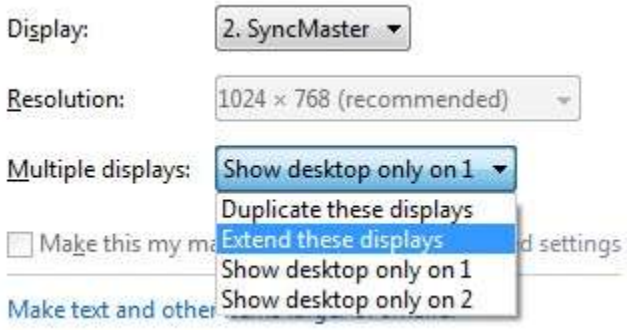
Notes
If **display 1 and 2** boxes do not appear, your computer does not have dual monitor capability, or you do not have a projector or monitor plugged into the secondary video output on the computer.

4. Select **monitor 2**.

5. Select the Extend my Windows desktop onto this monitor or Select Extend these displays from the drop down list..



Windows XP/Vista

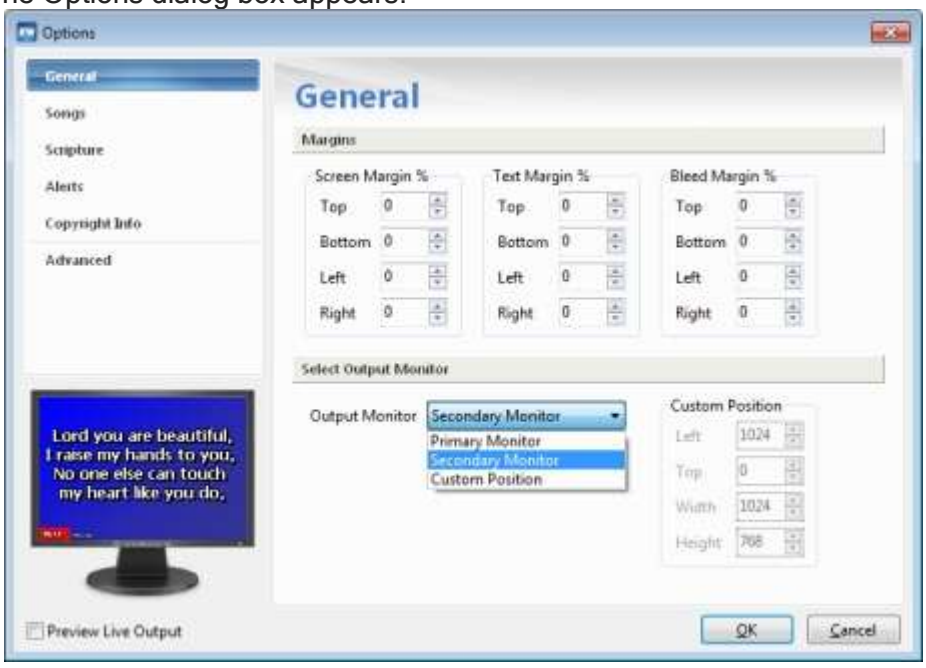


Windows 7

6. Set the Screen area resolution.
   Standard 4:3 - 800 X 600 or **1024 X 768**
   Widescreen 16:9 - 852x480, **1280x720** or **1920x1080**
   Widescreen 16:10 - 1280x768, 1280x800 or **1440x900**
7. Verify the color setting for monitor number 2 is set to **32 bit**.
8. Click **Apply** then **OK**. If prompted to keep the settings click **yes**.
9. Open EasyWorship.
10. Follow the instructions below to setup EasyWorship to use your second monitor.

Setting EasyWorship to use your second monitor:

1. Click on the **Live** menu.
2. Click **Options**.
3. The Options dialog box appears.



3. On the **General** tab Select **Secondary Monitor** under Select Output Monitor
4. Select the **Enable DirectX Support** check box.
5. Click **OK**.

See: Dual Monitor Troubleshooting if you are having problems with your dual monitor setup.
See: Can I Run EasyWorship in Single Monitor Mode? for more information about running EasyWorship if your computer isn't able to support dual monitors.

Display Foldback Monitor Setup

Matrox DualHead2Go or TripleHead2Go Setup:
When using a Matrox DualHead2Go or TripleHead2Go box, the secondary output from the video card is spanned across two monitors. The screen resolution for that monitor is double wide. For example, two monitors at 1024x768 would be 2048x768 using the Matrox DualHead2Go. EasyWorship is able to use half of that screen for the front of house and half for the foldback.

Finding the Width and Height of both Monitors:

1. **Right Click** on the Windows desktop.
2. Select: **XP:** Properties, **Vista:** Personalize, **7:** Screen Resolution skip to step 4.
3. Click the **Settings Tab** or the **Display Settings Link**.
4. Click each monitor to determine the size.
5. The size will be displayed in the Resolution area. e.g. 1024x768

Example:

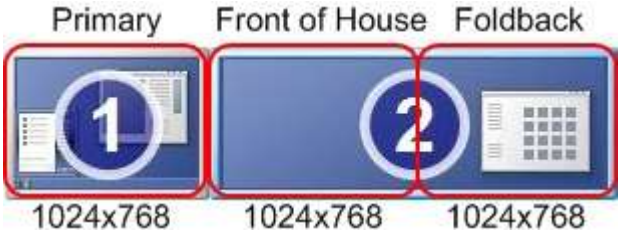
Notes
In the example to the right Monitor 1 is 1024 wide by 768 tall and Monitor 2 is 2048 wide by 768 tall. Write this information down for use in the following steps.

Front of House Settings:

1. In EasyWorship click the options button on the toolbar.
2. Under **General** select **Custom Position** from the **Output Monitor** drop down box.
3. Change **Left** to equal the width of monitor 1.
4. Change **Top** to 0.
5. Change **Width** to half the width of monitor 2.
6. Change **Height** to match the height of monitor 2.
7. Click **OK**.

See the Example to the right.

Example:



With these display settings in Windows, use the following custom position settings in EasyWorship Options.

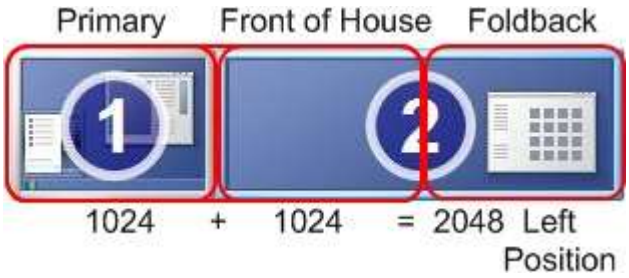
Left:1024 **Top:** 0
Width:1024 **Height:**768

Foldback Settings:

1. In EasyWorship click the **Live menu**, then **Display Foldback Options**.
2. Check **Enable support for display foldback (stage display)** under **Monitor Options**.
3. Select **Custom Position** from **Foldback Monitor** drop down box.
4. Change **Left** to the width of monitor 1 + Half the width of monitor 2
5. Change **Top** to 0.
6. Change **Width** to half the width of monitor 2.
7. Change **Height** to match the height of monitor 2.
8. Click **OK**.

See the Example to the right.

Example:



With these display settings in Windows, use the following custom position settings in EasyWorship Display Foldback Options.

Left:2048 **Top:** 0
Width:1024 **Height:**768

Using Foldback with Secondary Graphics Card:
Using the TripleHead2Go or DualHead2Go box is the recommended way to use foldback; however, an inexpensive secondary video card may be used for foldback purposes. Using the secondary card for the control monitor is ideal in the situation. This allows you to use the more powerful primary graphics card for the foldback and front of house display. The secondary graphics card usually will show up in the windows display settings as monitor 3. Extend the desktop to monitor 3 and set it as the primary monitor, then follow the instructions below. ***See:*** Dual Monitor Setup for help with extending the desktop.

Front of House Settings:

1. In EasyWorship click the options button on the toolbar.
2. Under **General**, **Select Output Monitor**, Change **Output Monitor** to **Primary Monitor**.
3. Click **OK**.

Foldback Settings:

1. In EasyWorship click the **Live menu** then **Display Foldback Options**.
2. Under **Monitor Options**, **Select Foldback Monitor**, Change **Foldback Monitor** to **Secondary Monitor**.
3. Click **OK**.

Laptop Setup

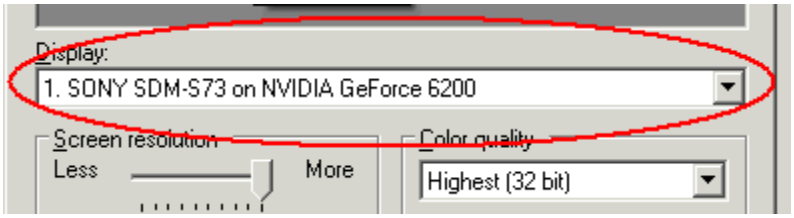
Connecting A Laptop:

1. With the **laptop turned off**, turn on the projector, or second monitor.
2. Connect the second monitor cable from the projector, or second monitor to the back of the laptop. Make sure the projector, or second monitor, is on and in the right mode to receive a computer signal.
3. Now turn on the laptop. The Laptop screen will be **monitor 1** and the SVGA or DVI connector on the back or side of the laptop will be **monitor 2** which will be the Projector.
4. Follow the steps in Dual Monitor Setup . For laptops with **Intel Graphics** cards ***See:*** Intel Graphics Laptop Monitor Setup . For Laptops with **ATI Graphics** cards ***See:*** ATI Graphics Laptop Monitor Setup

What Graphics Card Do I have?:

The type of graphics card you have can be determined by following the steps below.

1. **Right Click** on the Windows desktop.
2. Click on **Properties** or **Personalize**.
3. Click the **Settings Tab** or the **Display Settings Link** .
4. Check the **Display:** drop down box for the type of video card.
   Windows 7: Click the Advanced Settings link on the right to view the video card type.



This computer has a NVIDIA GeForce 6200 Graphics Card.

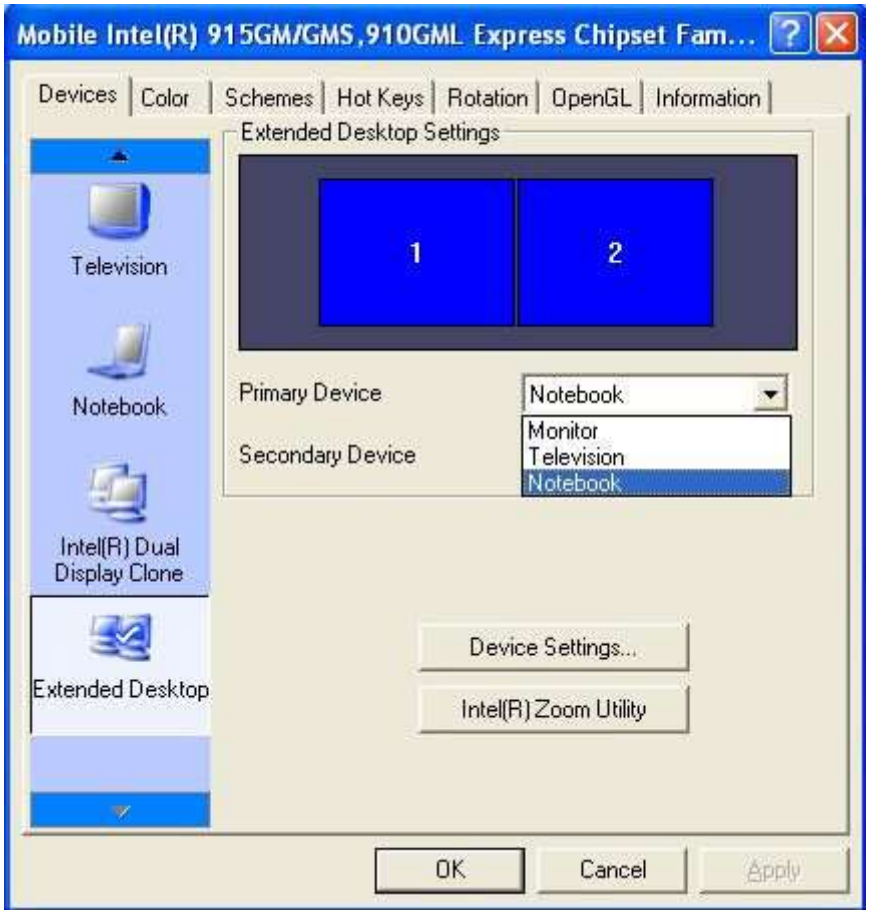
See: Dual Monitors Explained for more information about how laptops work in dual monitor mode.

See: Can I Run EasyWorship in Single Monitor Mode? for more information about running EasyWorship if your computer isn't able to support dual monitors.

Intel Graphics Laptop Monitor Setup

1. Right click on the Windows Desktop.
2. Click **Graphics Properties**.

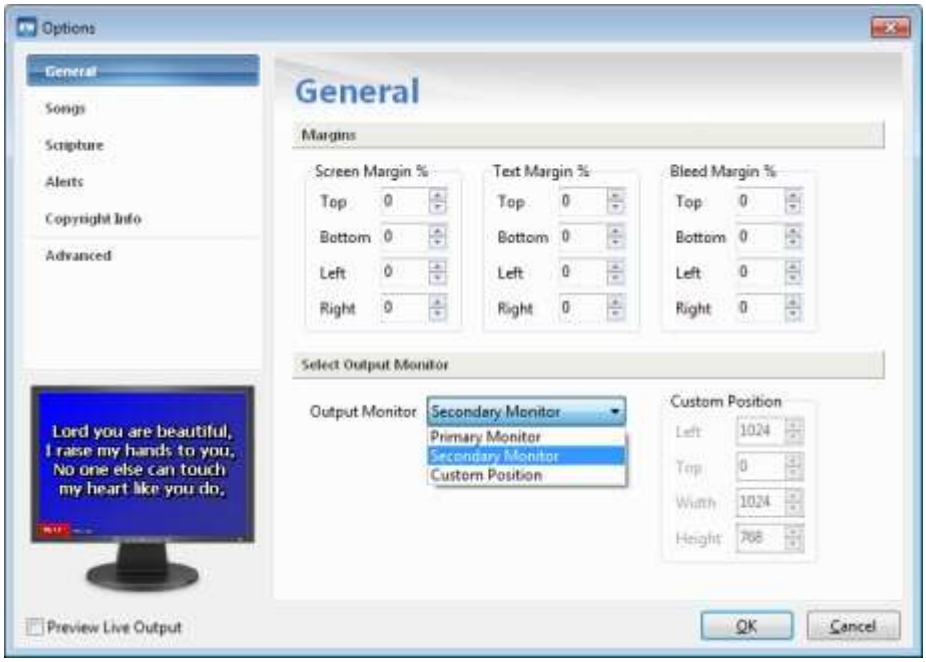
A window like this window will appear.



3. Under the **Devices** tab,click on the **Extended Desktop** option.
4. The **Primary Device** should be **Notebook**.
5. The **Secondary Device** should be **Monitor**.
6. Click **OK**.
7. Follow the instructions below to setup EasyWorship for using your second monitor.

Setting EasyWorship to use your second monitor:

1. Click on the **Live** menu.
2. Click **Options**.
3. The Options dialog box appears.



4. On the **General** tab Select **Secondary Monitor** under Select Output Monitor
5. Select the **Enable DirectX Support** check box.
6. Click **OK**.

See: Dual Monitor Troubleshooting if you are having problems with your dual monitor setup.
See: Can I Run EasyWorship in Single Monitor Mode? for more information about running EasyWorship if your computer isn't able to support dual monitors.

ATI Graphics Laptop Monitor Setup

If you are **using a laptop** and an **ATI graphics card** appears after the monitor name in the Display box, **use the function keys on the laptop keyboard to turn off the signal to the projector**. On the laptop keyboard hold down the **fn** key and press the appropriate **F** key at the top of the keyboard to switch the display mode. Press this key combination multiple times will cycle through the different display possibilities for the laptop. **Then follow the instructions** to Enable The Windows Extended Desktop. **If this is not done first**, the video card will make the projector the primary monitor and the laptop screen the secondary monitor.

See: Enabling Dual Monitors if you are unsure of how to access the display settings in Windows.

Dual Monitor Troubleshooting

Issue: I see the same thing on my second monitor as I see on my primary monitor.
Cause: Your windows desktop has not been extended to the second monitor.
Resolution: Enable the windows extended desktop. ***See:*** Dual Monitor Setup

Issue: I enabled the windows extended desktop, but it disables itself after I apply the setting.
Cause: You have an Intel Graphics card, or you do not have your projector connected to your secondary video port, or the projector is not turned on.

Resolution: Use the instructions in Setting Up Dual Monitors to enable the windows extended desktop for your Intel Graphics card. Connect your projector or secondary monitor to the secondary monitor port on your graphics card and make sure that the monitor, or projector, is turned on.

Issue: Windows extended desktop is enabled, but EasyWorship still displays the output on my primary monitor.
Cause: The secondary monitor is not selected as the output monitor in EasyWorship.
Resolution: Click on the Live menu, then Options. Select the Secondary Monitor at the bottom left of the General tab under Select Output Monitor. Click OK.

Contact Customer Support if your problem cannot be resolved by following the steps above.

Using Custom Position

Here are a couple of reasons to use the custom position.

- Building services at home so that the display matches the presentation computer.
- Using the Foldback feature with the Matrox DualHead2Go and TripleHead2Go

Building Services At Home:

If a schedule is built on a computer using a different output resolution than the presentation computer, the songs will not display correctly on the presentation computer. Setting a custom resolution on the source computer will correct this problem.

On the Presentation Computer
Determine the output screen size of the presentation computer.

1. Open display settings on the presentation computer.
2. Click on the second monitor.
3. The resolution for that screen will be displayed there. e.g. 1024x768.

On the Home Computer

1. Open EasyWorship on your home computer.
2. Click on the options button on the toolbar.
3. Under **General**, **Select Output Monitor**, Change **Output Monitor** to **Custom Position**.
4. Change the **Width** and **Height** to match the presentation computer computer.
5. Click **OK**.

Using Foldback:
See: Foldback Monitor Setup

EasyWorship Settings

General Options

The General tab allows you to choose an output monitor, and set screen margins. You can also enable DirectX Support.

Setting general options:

1. Click the Options button on the toolbar.
2. In the **Options** window, click **General**.
   Below is an explanation of the options available in the General area.

Margins:

Screen Margin % allows you to set the percentages of screen to indent, due to the projector over shooting the physical output screen.
Text Margin % allows you to set the margins that you want around the text. These margins only affect the text, not the background.
Bleed Margin % allows you to set margins for the message alert, nursery alert and copyright information to bleed over. These settings are typically used when you

are over and under scanning your output by sending it to a TV and a Projector at the same time.

Select Output Monitor:

Output Monitor Click the monitor that you want to use to display your presentation to the congregation. The Select Output Monitor list only contains outputs that you have enabled in Windows.
Primary Monitor allows the live output to be displayed on the Primary Monitor behind the EasyWorship control screen.
Secondary Monitor allows the live output to be displayed on a secondary monitor. *See:* Dual Monitor Setup
Custom Position allows you to specify an absolute position and size to project the output.
Custom Position Settings, type or select the desired positions. The custom positions are set in Pixels. The default settings are **Left:** 0 **Top:** 10 **Width:** 426 **Height:** 341. This places the live output box at the top left of your monitor. *See:* Using Custom Position

Songs

Songs allows you to customize how songs are displayed. You can chose text alignment; font size, style, color and capitalization rules. You can also choose whether or not to display labels, and specify their location, size, style and color.

Setting Songs options:

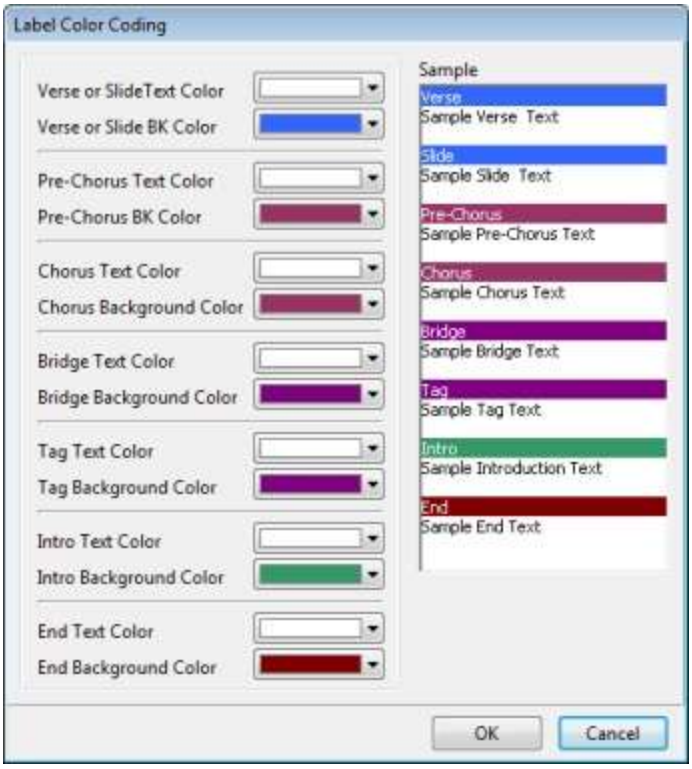
1. Click the Options button on the toolbar.
2. In the **Options** window, click **Songs**.
   Below is an explanation of the options available in the Songs area.

Song Options:
Under song options make changes to font types, styles, output dimensions, etc., without having to worry about going back and modifying all your songs to fit the screen.

Text Alignment sets the desired horizontal position for the text.
Vertical Align sets the desired vertical position for the text.
Desired Font Height Percentage sets the desired font size.
Song Font allows you to control the song font, style, color, shadow and outline.

Verse/Chorus Label Options:
Show Verse/Chorus Labels enables the verse, chorus, and other tags on the live output screen.
Label Location sets the desired position for the label.
Label Indent indents the verse, chorus... label when displayed on the output screen.
Label Size sets the desired size for the label.
Color Coding specifies a color scheme for the Preview and Live output areas.

- In the appropriate lists, click the desired colors. The Sample area on the right displays the color scheme. Click **OK** when you are satisfied with the color scheme.



Label Font allows you to control the Verse/Chorus font, style, color, shadow and outline.

Word Formatting Options:

- Specify whether or not words wrap, set capitalization rules, and add words to the auto capitalize list.

Notes

EasyWorship uses font sizes differently than other Windows applications. **See:** *Font Sizing Explained*

Scripture

Scripture allows you to customize how scriptures are displayed. You can choose scripture alignment; and font size, style, and color. You can also specify reference font size, style, and color.

Setting Scripture options:

1. Click the Options button on the toolbar.
2. In the **Options** window, click **Scripture**.
   Below is an explanation of the options available in the Scripture area.

Scripture Options:

Enable Scripture Support enables the scriptures tab in the resources area.
Text Alignment sets the desired horizontal position for the scripture.
Vertical Align sets the desired vertical position for the scripture.
Desired Font Height Percentage sets the desired font size. EasyWorship uses this font size for all scriptures.
Scripture Font allows you to control the scripture font, style, color, shadow and outline.

Notes
EasyWorship uses font sizes differently than other Windows applications.
See: Font Sizing Explained

Scripture Reference:

Reference Location sets the desired position for the scripture reference.
Reference Size sets the desired size for the scripture reference.
Reference Indent indents the scripture reference.
Show Reference Only causes EasyWorship to only display only the scripture reference.
Reference Font allows you to control the reference font, style, color, shadow and outline.

Alerts

Set Alerts options:

1. Click the Options button on the toolbar.
2. In the **Options** window, click **Alerts**.
   Below is an explanation of the options available in the Alerts area.

Nursery Alert Options:
The Nursery Alert Options allows you to chose whether or not a message can be displayed to the congregation. You may also specify its location, height, font, background color, and length of display.

Enable Nursery Alert makes the Nursery Alert option appear under the alerts drop down in the Live area.
Screen Location allows you to set the location of where the alert appears on the screen.
Height Percentage allows you to set the desired height percentage for the nursery alert text.
Background Color allows you to select the desired color for the background of the nursery alert.
Display Seconds specifies the number of seconds that you want the nursery alert to display.
Nursery Font allows you to control the alert font, style, color, shadow and outline.

Message Alert Options:

The Message Alert Options allows you to chose whether or not a message can be displayed to the congregation. You may also specify its location, height, font, background color, and display method and speed.

Enable Message Alert makes the Message Alert option appear under the alerts drop down in the Live area.
Screen Location allows you to set the location of where the alert appears on the screen.
Height Percentage allows you to set the desired height percentage for the message alert text.
Background Color allows you to select the desired color for the background of the message alert.
Desired Display Method

- **Static** displays the entire message at once.
- **Scroll** displays the message moving across the screen from right to left.
- **Scroll if Needed** displays the message moving across the screen only if it is too long.

Speed Slider sets the desired speed to control how long the message is displayed, or how quickly it will scroll.
Message Font allows you to control the alert font, style, color, shadow and outline.

Copyright Info

The Copyrights Tab allows you to chose whether or not the copyright for a song is displayed, and allows you to specify its font, style, color, shadow, outline, and height. You can also choose to display your CCLI# or other license information.

Notes
The copyright information for a song is only available if you have entered the information into the Song Information dialog box in the Editor. For details on entering copyright information for a specific song, **See:** *Displaying Copyright Information*

Setting copyright options:

1. Click the Options button on the toolbar.
2. In the **Options** window, click **Copyright Info**.
   Below is an explanation of the options available in the Copyright Info area.

Display Copyright Information causes the copyright information to be displayed at the bottom left of the screen..
Font allows you to select the desired font for the copyright.
Style allows you to select the desired style for the copyright.
Color allows you to select desired color for the copyright.
Shadow Color when checked enables the shadow on the copyright text. The color may also be selected from the drop down list.
Outline Color when checked enables the outline on the copyright text. The color may also be selected from the drop down list.
Height Percentage allows you to set the desired height percentage for the copyright text.
License Info is where you enter a CCLI license number, or any other license information that you want to display.

Notes

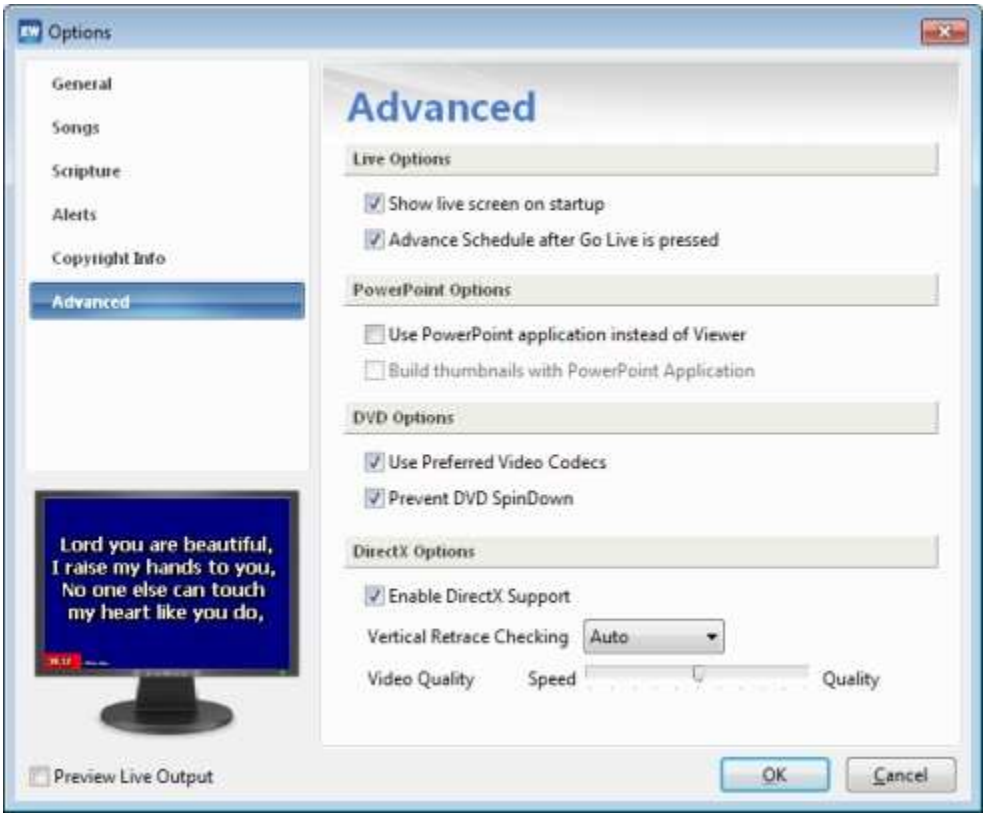
- For More information on how to obtain a copy license go to *www.CCLI.com*.
- To view the Copyright information's size and placement on the Output monitor, on the Live menu, click Options, click the Copyrights tab, and then click Preview Live Output check box. You can also view the Copyright information's size and placement on the Monitor icon.

Advanced Options

The advanced options allow you to choose Live, PowerPoint, DVD and DirectX options.

Setting Advanced options:

1. Click the Options button on the toolbar.
2. In the **Options** window, click **Advanced**.
   Below is an explanation of the options available in the Advanced area.



Live Options:

Show live screen on startup when checked will enable the live output when EasyWorship opens. The last used background will display on the output screen.
Advance Schedule after Go Live is pressed enables EasyWorship to select the next item in the scheduled automatically, when the **Go Live** button is clicked.

PowerPoint Options:

Use PowerPoint application instead of Viewer, enables EasyWorship to load the full version of PowerPoint to display PowerPoint slide shows.

- If PowerPoint is not installed on this computer, leave this option unchecked to use the PowerPoint viewer that is installed with EasyWorship.

Build thumbnails with PowerPoint Application enables EasyWorship to create thumbnails using the full PowerPoint application.

DVD Options:

User Preferred Video Codecs causes EasyWorship to look for and use either the Cyberlink or Dscaler mpg2 if they are available. EasyWorship ignores other decoders if one of these two codecs are available.
Prevent DVD SpinDown keeps the DVD in the drive spinning at all times to reduce the amount of time needed to send a DVD clip to the screen.

DirectX Options:

Enable DirectX Support enables EasyWorship to use the DirectX to display transitions and text over video backgrounds.

Vertical Retracing Checking

- **Auto** allows DirectX control when Vertical Retrace Checking is used.
- **On** uses DirectX to create a smooth transition between slides, and produce the cleanest output.
- **Off** turns this fuction off.

Notes

The advantage of using vertical retrace checking is that it creates a smooth transition and a clean video playback. The disadvantage of using vertical retrace checking is that it slows down processing time.

Video Quality

- Move the slider toward **Quality** to increase the time EasyWorship allocates for displaying videos or live feeds. The higher the quality, the smoother the playback. Setting the Video Quality all the way to **Quality**, can cause some computers to run slower.
- Move the slider toward **Speed** to decrease the time EasyWorship allocates for displaying videos or live feeds. This reduces the quality of the playback.

Notes

Usually, placing the slider in the center provides the best quality without too much overhead on the computer.

Setting Transitions

EasyWorship allows you to easily set impressive transitions for songs, slides, black screen, clear screen, and video. You can choose one transition or many different transitions for your presentation.

1. Click the **Transitions** icon on the toolbar.

   Below is an explanation of the options available in the Transitions area.

Selecting a transition:

Black Screen: Select different transitions for **Black** screen and **un-Black** screen.
Clear Screen: Select different transitions for **Clear** screen and **un-Clear** screen.
Logo: Select different transitions for **Logo** screen and **un-Logo** screen.
Advanced:

Enable Video Transitions Allows for the transition from one video background to the next.
Disable the more complex video transitions disables 3D transitions for slower computers.
Always pause videos when transitioning from video to another element pauses the video when transitioning from one element to the other.

Notes
Use the **Shift key** or the **Ctrl key** to choose multiple transitions from the list. **Multiple transitions** are applied in the order they are selected to your songs and slides.

Displaying Copyright Information

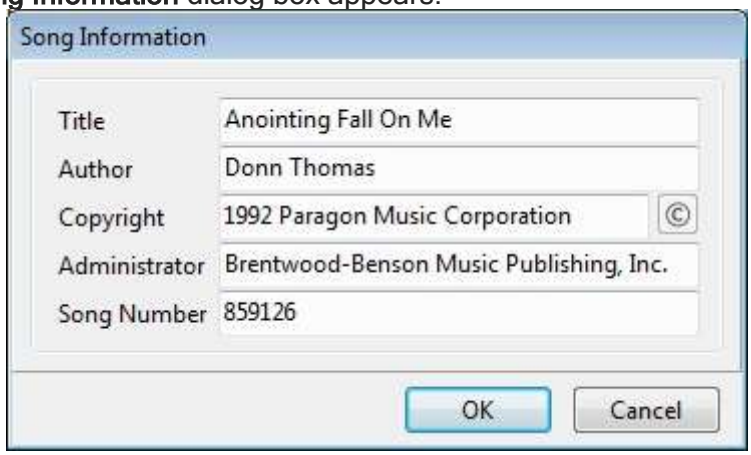
EasyWorship allows you to display copyright information for the displayed song. First you must enter your CCLI#. Which will appear in each copyrighted song, automatically.

1. To enter copyright information:
2. On the **Live** menu, click **Options**.
3. Click the **Copyrights** tab.
4. Enter your CCLI# in the License Info box (e.g., CCLI 123456789).
    - The CCLI# will appear on every copyrighted song. You can modify the size, color, font, and placement of the CCLI# on the slide.

5. Select the **Display Copyright Information** check box to display the author, title, administrator, and copyright information for specific songs. EasyWorship allows you to edit and add to the author, title, and copyright information.
6. Click **OK**.

Edit or Add Information to a Song:

1. Right-click on the desired song and click **Edit Song**.
2. Click the **Information icon** on the toolbar.
3. The **Song Information** dialog box appears.



4. Type the information in the appropriate boxes.
5. Click in the Copyright box, and then click the Copyright icon to add the copyright symbol and automatically turn on the CCLI# function . You can also add a date after the Copyright symbol.
6. The **Song Number** box is for assigning a CCLI Database Song Number from the CCLI Song Select web site. This is for song reporting with CCLI and not for display.
7. Click **OK**.

Display Foldback

Display Foldback

Display Foldback allows EasyWorship to take advantage of a third video output to display content for stage monitors. Additional hardware is required to use this feature. The Matrox DualHead2Go or TrippleHead2Go box is recommended for this feature. You may also use an inexpensive pci graphics card for this feature. ***See:*** Display Foldback Monitor Setup and Foldback Hardware

Foldback Features:

- Send Lyrics and Scripture content to stage monitors (automatically synced with audience output)
- Send Alerts and custom messages to stage monitors (only seen on stage)
- Clock Display shows the current time
- Lyric Display, optional verse/chorus tags, shows first line of next slide, automatic word wrap, and more
- PowerPoint Display shows current and next PowerPoint slides
- Full control of format and style, including: text/font styles, custom background (not just black), scrolling or static alerts, and more (requires additional hardware)

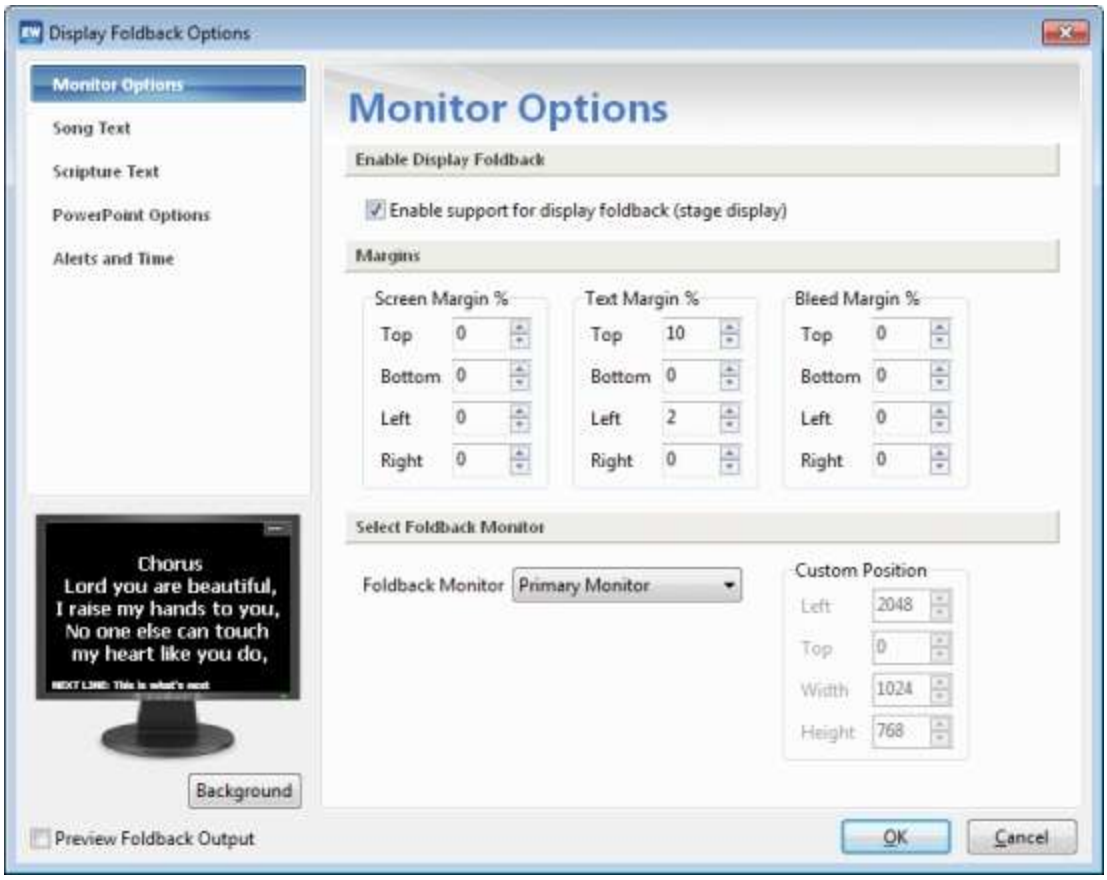
See: Monitor Options, Songs Text, Scripture Text, PowerPoint Options, and Alerts and Time

Monitor Options

Setting Monitor Options:

1. Click the **Live Menu** then **Display Foldback Options**.
2. In the **Display Foldback Options** window, click **Monitor Options**.

Below is an explanation of the options available in the Monitor Options area.



Enable Display Foldback:

Enable support for display foldback (stage display) enables the foldback feature.

Margins:

Screen Margin % allows you to set the percentages of screen to indent, due to the projector over shooting the physical output screen.

Text Margin % allows you to set the margins that you want around the text. These margins only affect the text, not the background.

Bleed Margin % allows you to set margins for the message alert, nursery alert and copyright information to bleed over. These settings are typically used when you are over and under scanning your output by sending it to a TV and a Projector at the same time.

Select Foldback Monitor:

Click the monitor that you want to use to display your presentation to the congregation. The Foldback Monitor list only contains outputs that you have enabled in Windows.

Primary Monitor allows the live output to be displayed on the Primary Monitor behind the EasyWorship control screen.

Secondary Monitor allows the live output to be displayed on a secondary monitor. ***See:*** Dual Monitor Setup

Custom Position allows you to specify an absolute position and size to project the output.

Custom Position Settings, type or select the desired positions. The custom positions are set in Pixels. ***See:*** Using Custom Position

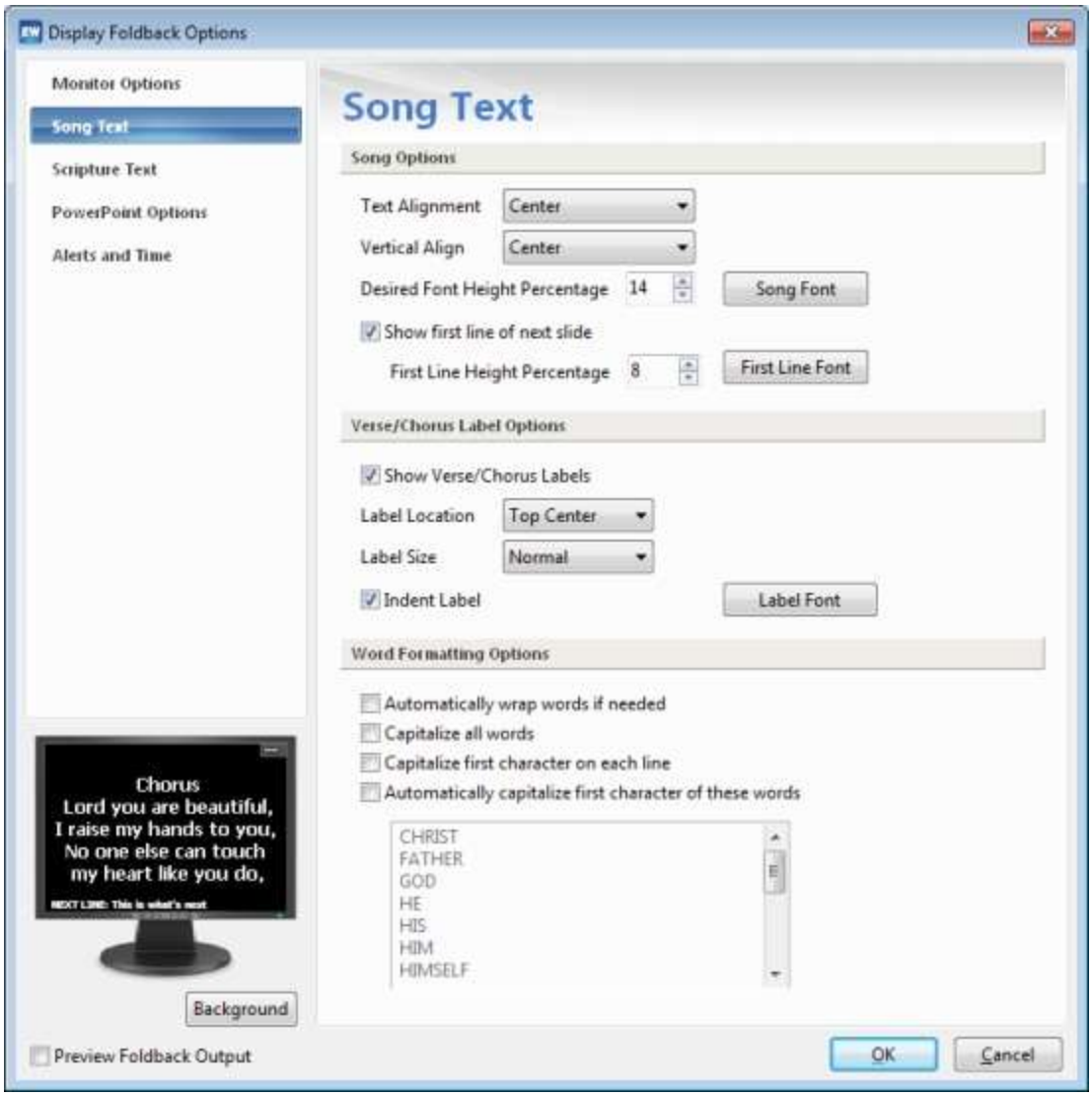
Song Text

Song Text allows you to customize how songs are displayed on the foldback screen. You can chose text alignment; font size, style, color and capitalization rules. You can also choose whether or not to display labels, and specify their location, size, style and color.

Setting Song Text options:

1. Click the **Live Menu** then **Display Foldback Options**.
2. In the **Display Foldback Options** window, click **Song Text**

Below is an explanation of the options available in the Song Text area.



Song Options:

Under song options make changes to font types, styles, output dimensions, etc., without having to worry about going back and modifying all your songs to fit the screen.

Text Alignment sets the desired horizontal position for the text.
Vertical Align sets the desired vertical position for the text.

Desired Font Height Percentage sets the desired font size.
Song Font allows you to control the song font, style, color, shadow and outline.
Show first line of next slide enables EasyWorship to display the first line of the next slide or the title of the next item in the schedule.
First Line Font allows you to control the first line font, style, color, shadow and outline.

Verse/Chorus Label Options:

Show Verse/Chorus Labels enables the verse, chorus, and other tags on the live output screen.
Label Location sets the desired position for the label.
Label Size sets the desired size for the label.
Indent Label indents the verse, chorus... label when displayed on the output screen.
Label Font allows you to control the verse/chorus label font, style, color, shadow and outline.

Word Formatting Options

- Specify whether or not words wrap, set capitalization rules, and add words to the auto capitalize list.

Notes
EasyWorship uses font sizes differently than other Windows applications. **See:** *Font Sizing Explained*

Scripture Text

Scripture Text allows you to customize how scriptures are displayed on the foldback screen. You can choose scripture alignment; and font size, style, and color. You can also specify reference font size, style, and color.

Setting Scripture Text options:

1. Click the **Live Menu** then **Display Foldback Options**.
2. In the **Display Foldback Options** window, click **Scripture Text**.
   Below is an explanation of the options available in the Scripture Text area.

Scripture Options:

Enable Scripture Support enables the scriptures tab in the resources area.
Text Alignment sets the desired horizontal position for the scripture.
Vertical Align sets the desired vertical position for the scripture.
Desired Font Height Percentage sets the desired font size. EasyWorship uses this font size for all scriptures.
Scripture Font allows you to control the scripture font, style, color, shadow and outline.

Notes
EasyWorship uses font sizes differently than other Windows applications.
See: Font Sizing Explained

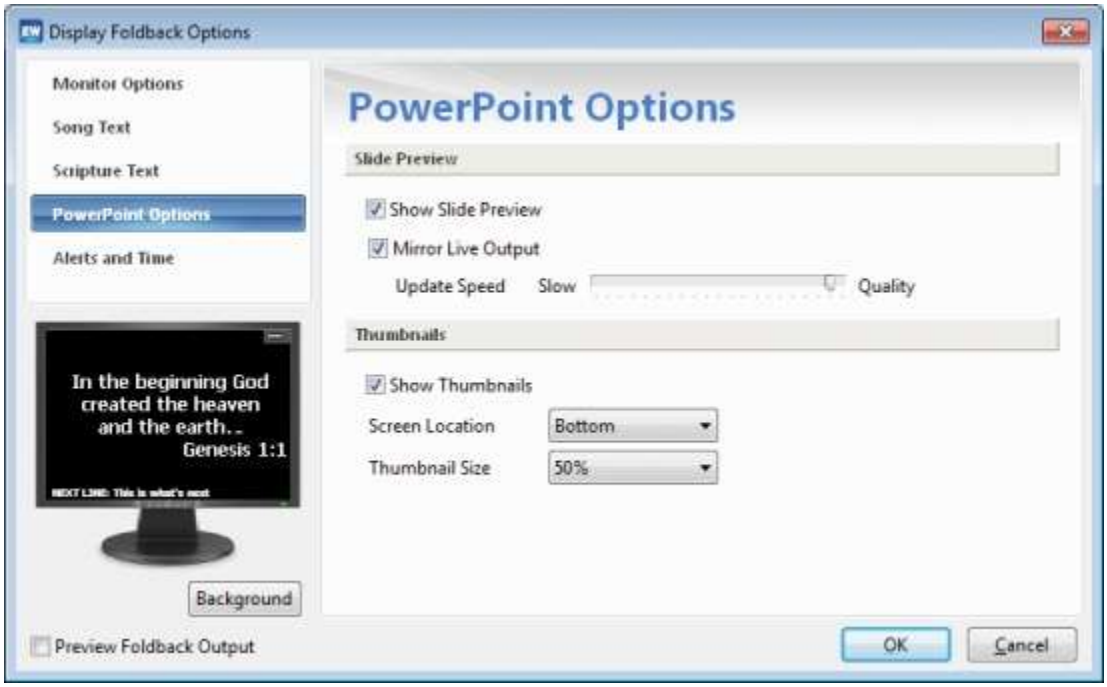
Scripture Reference:

Reference Location sets the desired position for the scripture reference.
Reference Size sets the desired size for the scripture reference.
Reference Indent indents the scripture reference.
Show Reference Only causes EasyWorship to only display only the scripture reference.
Reference Font allows you to control the reference font, style, color, shadow and outline.

PowerPoint Options

Setting PowerPoint Options:

1. Click the **Live Menu** then **Display Foldback Options**.
2. In the **Display Foldback Options** window, click **PowerPoint Options**. Below is an explanation of the options available in the PowerPoint Options area.



Slide Preview:

Show Slide Preview enables the viewing of the full PowerPoint slide on the foldback screen instead of just thumbnails.
Mirror Live Output allows EasyWorship to display animations that are also displayed on the front of house screen.
Update Speed controls how quickly EasyWorship updates the foldback screen. Slow will cause the animations to be more choppy, while Quality will make them more fluid.

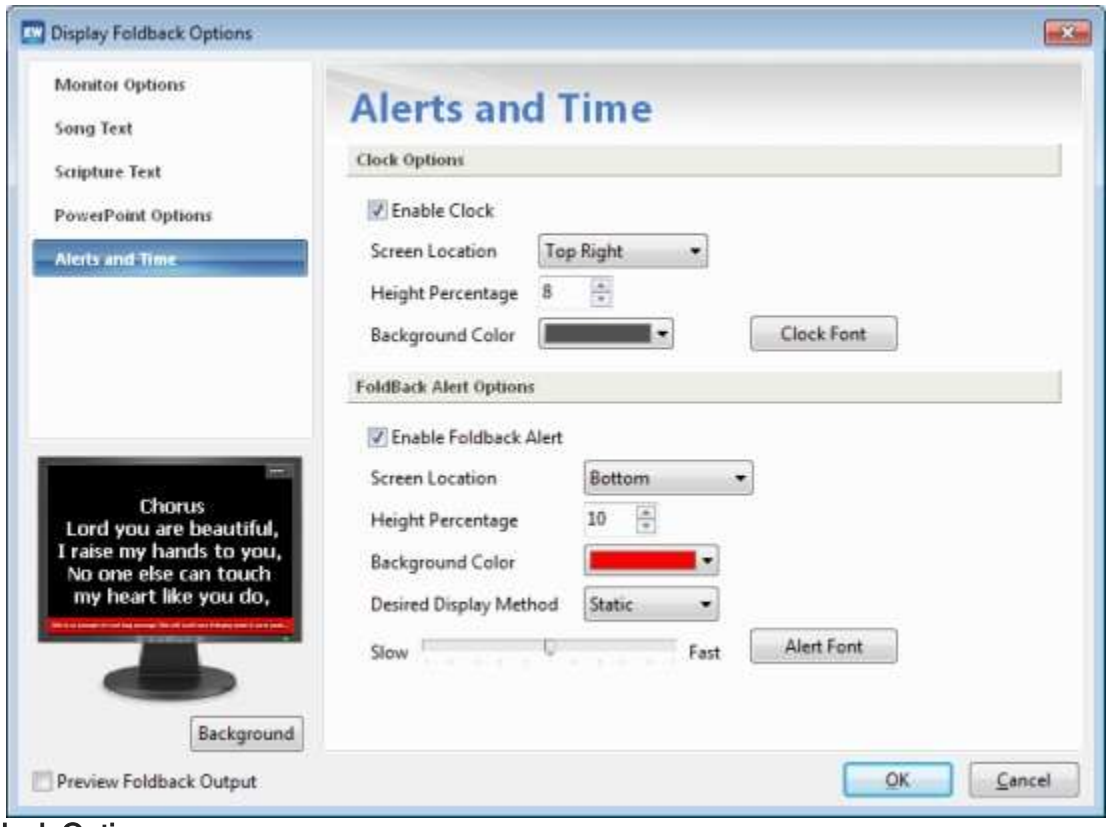
Thumbnails:

Show Thumbnails enables viewing thumbnails of the PowerPoint slides on the foldback screen.
Screen Location controls the location of the thumbnails on the foldback screen.
Thumbnail Size controls the size of the thumbnails on the foldback screen.

Alerts and Time

To set Alerts and Time options:

1. Click the **Live Menu** then **Display Foldback Options**.
2. In the **Display Foldback Options** window, click **Alerts and Time**. Below is an explanation of the options available in the Alerts and Time area.



Clock Options:

Enable Clock shows the clock on the foldback screen.
Screen Location controls the location of the clock on the foldback screen.
Height Percentage controls the size of the clock font.
Background Color sets the color of the background behind the clock.
Clock Font allows you to control the clock's font, style, color, shadow and outline.

Foldback Alert Options:

The Foldback Alert options allows you to chose whether or not an alert can be displayed on the foldback screen. You may also specify its location, height, font, background color, and display method and speed.

Enable Foldback Alert makes the Foldback Alert option appear under the alerts drop down ⚠▾ in the Live area.
Screen Location allows you to set the location of where the alert appears on the screen.
Height Percentage allows you to set the desired height percentage for the foldback alert text.
Background Color allows you to select the desired color for the background of the foldback alert.
Desired Display Method

- **Static** displays the entire message at once.
- **Scroll** displays the message moving across the screen from right to left.
- **Scroll if Needed** displays the message moving across the screen only if it is too long.

Speed Slider sets the desired speed to control how long the message is displayed, or how quickly it will scroll.
Alert Font allows you to control the alert font, style, color, shadow and outline.

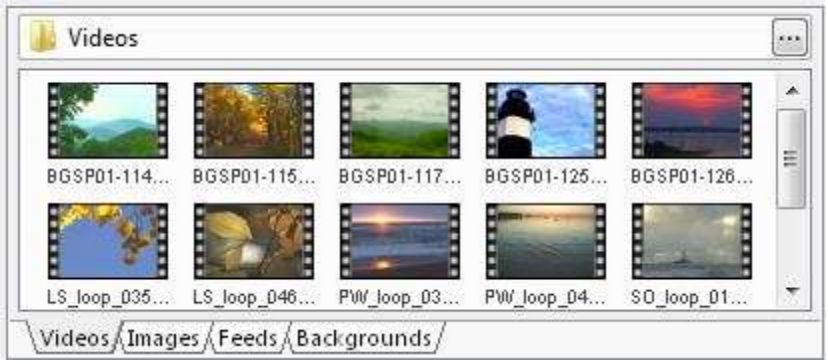
Video Jockey

Video Jockey

Video Jockey or VJ is a feature that allows you to quickly change backgrounds on the fly, by just clicking on the video, image, feed or background you wish to use while displaying a song or scripture.

Using VJ:

1. Open EasyWorship.
2. In the Live Area, click the button at the top right.
3. Select **VJ Mode**.
4. The lower section of the Live area will now display tabs at the bottom for Videos, Images, Feeds and Backgrounds.
5. Click on any video, image, feed or background to change the background of the song, or scripture this is live.

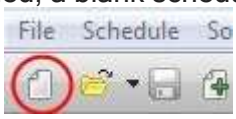


Schedules

Building and Running an EasyWorship Schedule

EasyWorship allows you to easily create and save a list of items to be displayed in your service. This list of items is called a Schedule. Songs, Scriptures, Videos, PowerPoint slides, Feeds, DVD clips, Audio Files and Web Content can be added to the Schedule. EasyWorship schedule files include all of the information needed to display song text with the appropriate background, images, PowerPoint slide shows. With the pack videos in schedule feature, video and audio added to the schedule will also be contained in the schedule file.

Creating and Saving a Schedule:

When EasyWorship is opened, a blank schedule is automatically created. Click the create a new schedule icon 

on the toolbar to start over with a new schedule. Click the Save Schedule icon to save the schedule, or click the File menu, then Save Schedule As.

Adding Content To The Schedule:

Using Drag And Drop:

1. Drag a resource (Song, Scripture, Video, Feed, Image, DVD Clip, Audio file) from the Resource window below the schedule into the Schedule window.
2. You may drag items up and down in the schedule for appropriate placement in the schedule.

Using the Schedule Toolbar:

1. In the Resource window,click the appropriate tab, Songs, Scriptures or Media.
2. Select a Song, Scripture, Video, Feed, Image, DVD Clip, Audio file
3. Click the icon to add it to the Schedule.
4. Click the Delete icon to remove a resource from the Schedule.
5. Click the Up Arrow and Down Arrow icons to place the resources in the desired order.

Adding PowerPoint:

1. Click the PowerPoint icon to add a PowerPoint file to the Schedule.
2. Browse to the PowerPoint file you wish to use using the browse window that appears.
3. Select the PowerPoint file and click **Open**. For more information ***See:*** Using PowerPoint Files

Adding Web Content:

1. Click the **Online** tab, then **Web** tab.
2. Browse to the web page you would like to display.
3. Click the **Schedule** button at the top right.

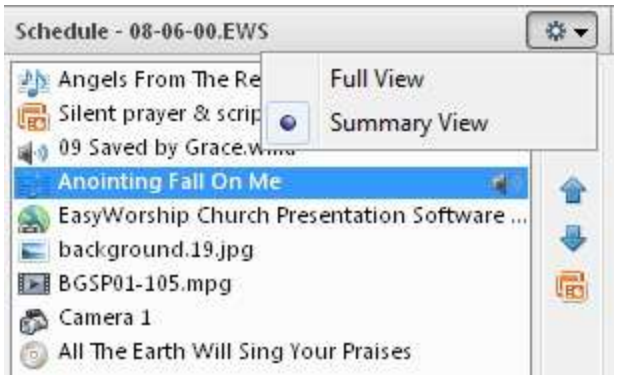
Pack Video And Audio Into Schedule:

EasyWorship will allow you to bring video and audio with you via the schedule file. You no longer have to worry about the audio or video files being available at the computer you are taking the schedule to.

1. Click the **File** menu then, **Save Schedule As**.
2. At the bottom of the Save Schedule As screen, the **Pack videos in schedule** box.
3. Type the name of the file in then click **Save**.

Schedule Views:

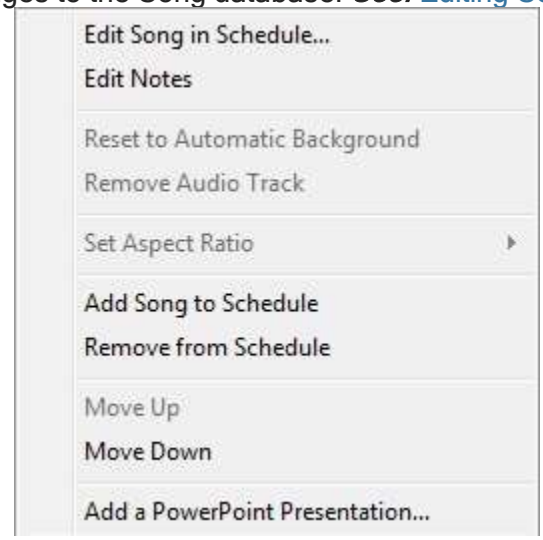
1. Summary View is a view that will only show the icon and title of each item in the schedule.



2. Full View is a view that will also show a thumbnail of the background associated with that song or the default background (aut). Click the down triangle at the top right of the schedule area to change views. It also displays the notes for each schedule item.

Right Click Options:

- **Edit Song in Schedule** - Allows you to edit a song in the active schedule without saving the changes to the Song database. ***See:*** Editing Songs in the Schedule.



- **Reset to Automatic Background** - Resets a song with an assigned background to the default (auto) background.
- **Edit Notes** - Use this feature to type in notes for each song. This will only appear in the schedule area. ***See:*** Working with Notes in the Schedule
- **Add Song to Schedule**, **Remove from Schedule**, **Move Up**, **Move Down** all work just as they are defined.
- **Add a PowerPoint Presentation** - Allows you to browse to your files and add a PowerPoint file to the schedule area.

See: Using PowerPoint Files

Editing Songs in the Schedule

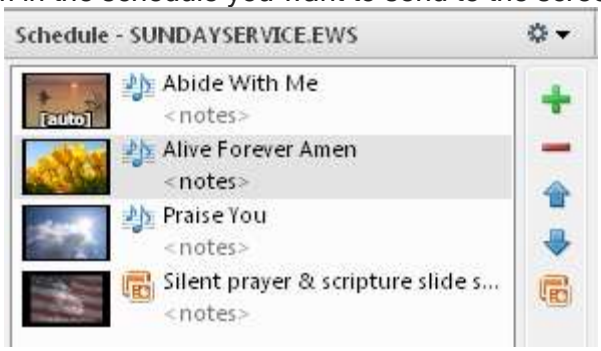
EasyWorship allows for the modification of Songs in the schedule area. All aspects of a song can be edited from this area. Use the following instructions for editing songs in the schedule. When editing a song in the schedule, EasyWorship doesn't automatically update the database. If you would like the song to be updated in the database and the schedule at the same time, you can edit the song in the schedule. If you have already created your schedule and want to compare the schedule to the database, use the Check schedule for Changes feature.

See: Building and Running a Schedule and Editing Songs

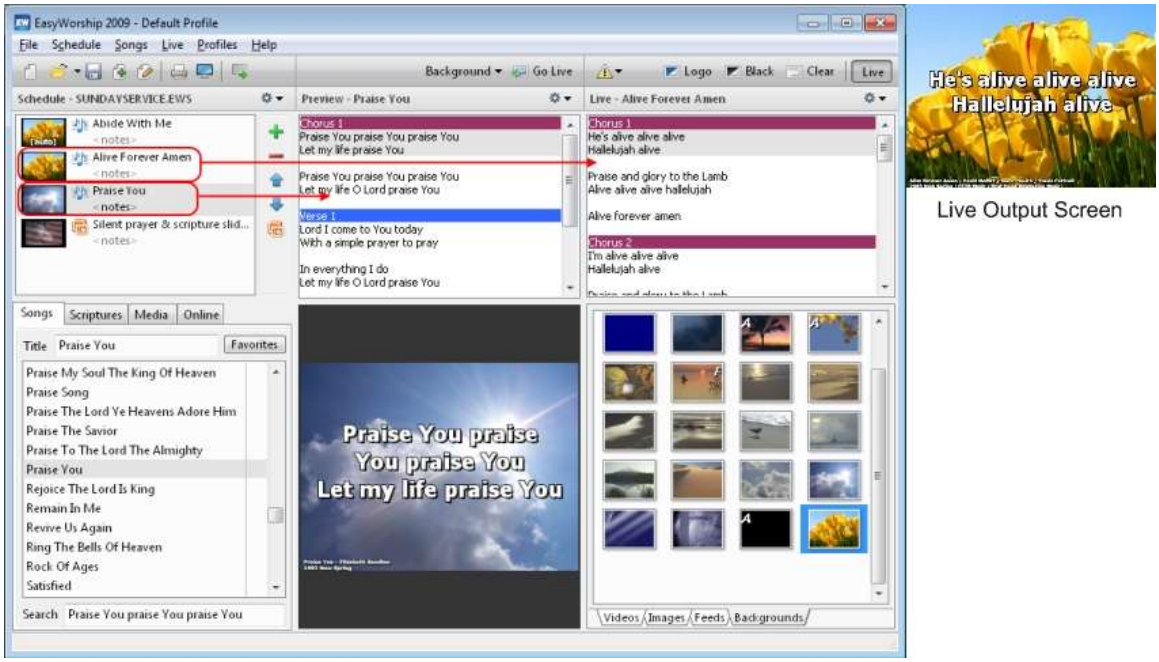
Using the Schedule

The schedule area of EasyWorship is located on the left side of the screen above the Songs, Scriptures and Media tabs. A schedule is like a playlist of songs, images, videos, DVD clips and PowerPoint presentations you wish to use in your service. You can create your schedule and use it immediately *See:* Building and Running an EasyWorship Schedule or save the schedule for future use on another computer *See:* Saving Schedules. Once the schedule is built or opened, it is very easy to display the content of that schedule on the projector screen.

1. Create a new schedule or open an existing schedule by clicking the on the toolbar. *See:* Building and Running an EasyWorship Schedule
2. Select the item in the schedule you want to send to the screen.



3. Click **GoLive** .
4. Click on each slide in the live window to display the text from that slide on the projector.
5. Notice that the **Preview** window now contains a preview for the next item in the schedule.
6. Click **GoLive** again to send that song to the projector.



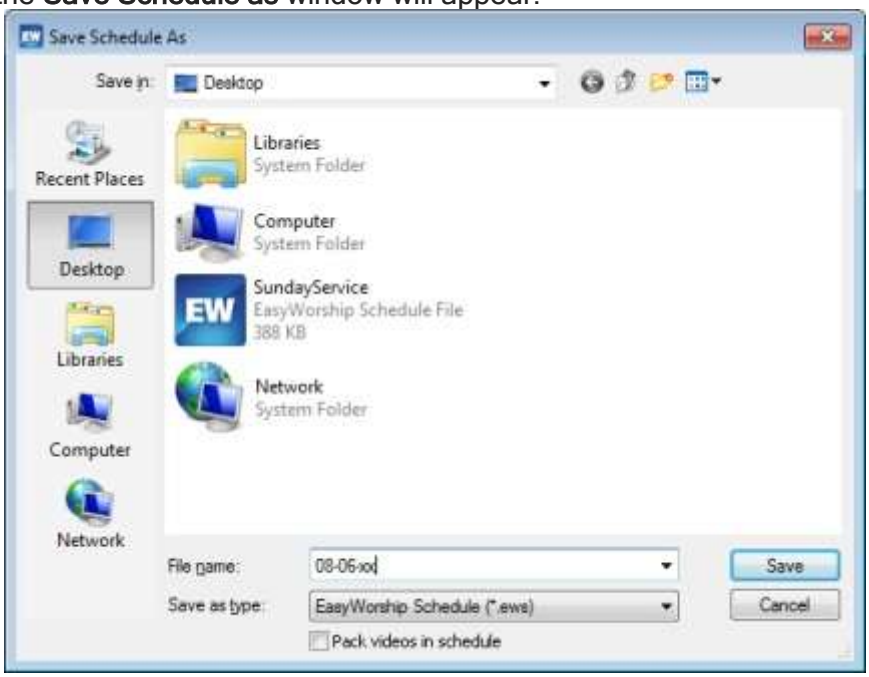
Live Output Screen

Saving Schedules

Saving A Schedule:
After setting up a schedule, it can be saved for future use.

1. **Click on the File menu.**
2. **Click on Save Schedule, click Save Schedule as or click the button on the toolbar.**

If schedule is being saved for the first time, or if **Save Schedule as** is selected from the file menu, the **Save Schedule as** window will appear.



3. Browse to the location on the hard drive that the file is going to be saved.

4. Type in the name of the schedule file in the **File name:** box.
5. Click the **Pack videos in schedule** if you have videos in the schedule that you want to transfer to another computer.
6. Click the **Save** button.

After the file has been saved the first time, clicking the button or clicking file, Save Schedule will save the file without asking where to save the file.

If the file needs to be saved as a different file name or into a new location, click file, **Save Schedule as** again.

Transferring Schedules

The easiest way to move presentations from one computer to another is to use the Schedule area. Simply drag the desired files into the Schedule area, save the Schedule as an * .ews file, and then re-open the *.ews file Schedule on the destination computer.

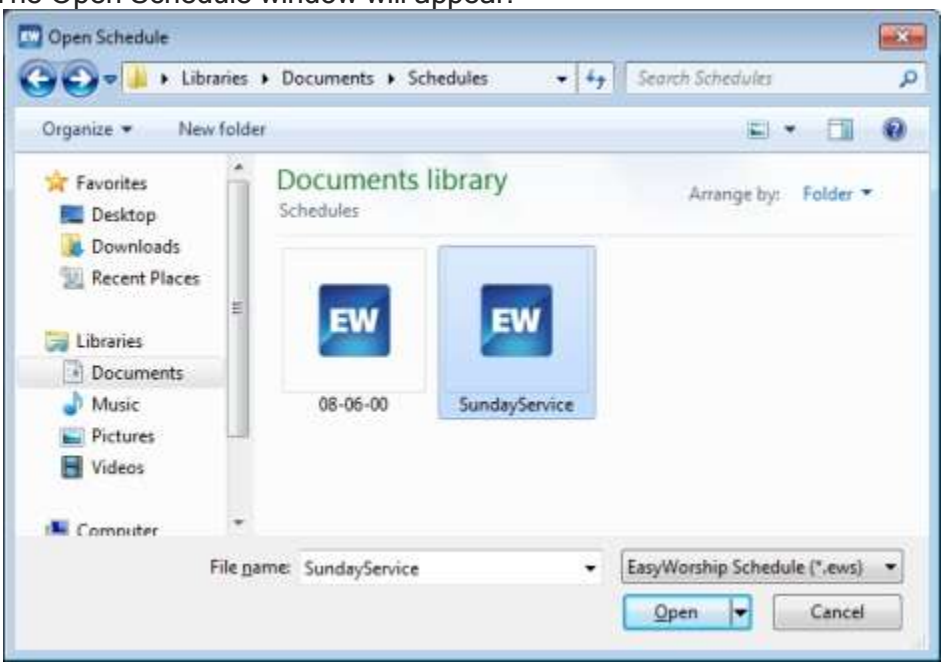
Transferring a Schedule to another computer:

Computer A (Source)

1. On the Source computer, save the schedule you wish to transfer (*.ews file name) on CD, USB media or through your network. Be sure and check **Pack Videos** if you wish to transfer video backgrounds. For more information ***See:*** Transferring Songs Images and Videos via the Schedule.

Computer B (Destination)

1. On the Destination computer, insert your CD or USB drive.
2. On the top menu bar, click **File**.
3. Click on **Open Schedule**.
4. The Open Schedule window will appear.



5. Select the media or drive on which you saved the *.ews file.
6. Select the file and click Open.

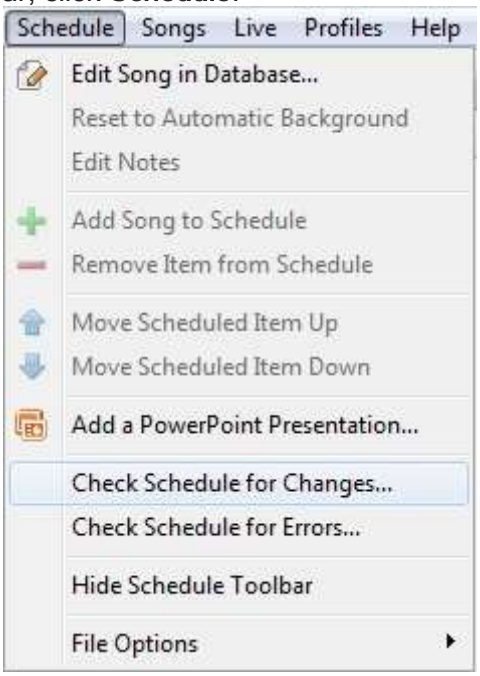
7. The Update local computer window may appear. This window will allow you to update songs in the database with the songs in the schedule, or import new songs in the schedule into the database.
8. If there are any errors in the schedule another window will appear, allowing you to resolve the problem.

Notes
To check schedule for Changes: **See:** *Check schedule for Changes*
For transferring the entire Song database, to another computer, **See:** *Backing up your Database*
To check schedule for errors: **See:** *Check Schedule for Errors*

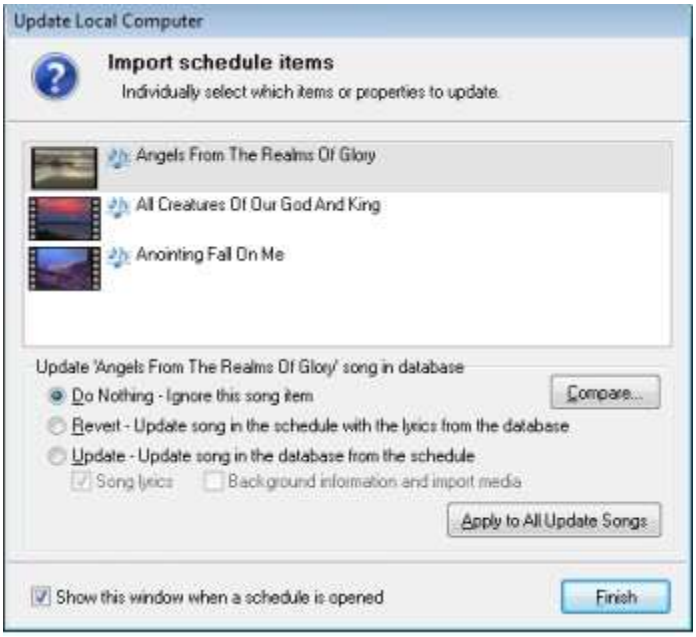
Check schedule for Changes

EasyWorship allows you to use all of the content in a schedule on any other computer that has EasyWorship installed. This is useful for updating songs in the database with new lyrics or backgrounds and transferring videos, images and PowerPoint files from one computer to another in one schedule file. When EasyWorship detects new or changed content in the schedule, it will allow you to import that content. EasyWorship will automatically check the schedule for changes when it opens the schedule. This can also be a manual process.

1. On the top menu bar, click **Schedule**.

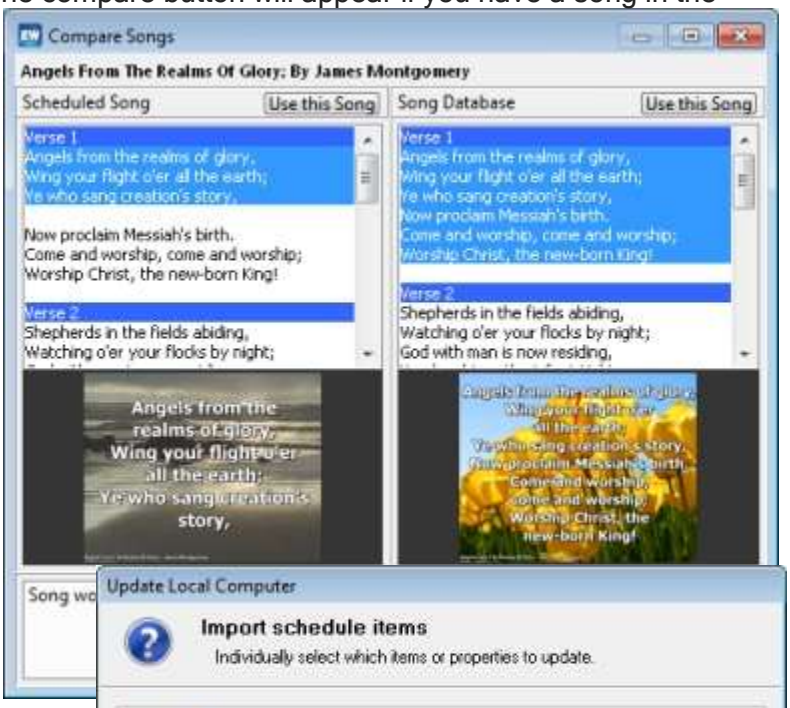


2. Click on **Check Schedule for Changes**.
3. The Update Local Computer window appears.

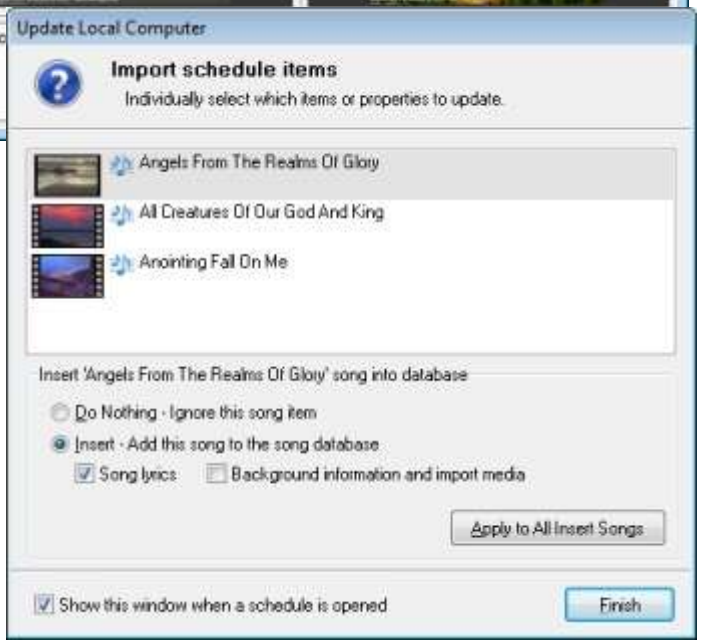

Update Local Computer
Import schedule items
Individually select which items or properties to update.
Angels From The Realms Of Glory
All Creatures Of Our God And King
Anointing Fall On Me
Update 'Angels From The Realms Of Glory' song in database
Do Nothing - Ignore this song item
Compare...
Revert - Update song in the schedule with the lyrics from the database
Update - Update song in the database from the schedule
Song lyrics
Background information and import media
Apply to All Update Songs
Show this window when a schedule is opened
Finish

3. When each item in the list is selected, EasyWorship will allow you to do the following:

Click the **Compare button** - The compare button will appear if you have a song in the schedule that has the same name, but has different attributes than what is already in the database. Use the Compare feature to view the song from the schedule and from the database side by side. This will allow you to pick which song you want to use.


Compare Songs
Angels From The Realms Of Glory; By James Montgomery
Scheduled Song
Use this Song
Song Database
Use this Song
Verse 1
Angels from the realms of glory,
Wing your flight o'er all the earth;
Ye who sang creation's story,
Now proclaim Messiah's birth.
Come and worship, come and worship;
Worship Christ, the new-born King!
Verse 2
Shepherds in the fields abiding,
Watching o'er your flocks by night;
God with man is now residing,

Select **Do Nothing - Ignore this song item** if you want to use the item in this schedule only without updating the EasyWorship database.


Update Local Computer
Import schedule items
Individually select which items or properties to update.
Angels From The Realms Of Glory
All Creatures Of Our God And King
Anointing Fall On Me
Insert 'Angels From The Realms Of Glory' song into database
Do Nothing - Ignore this song item
Insert - Add this song to the song database
Song lyrics
Background information and import media
Apply to All Insert Songs
Show this window when a schedule is opened
Finish

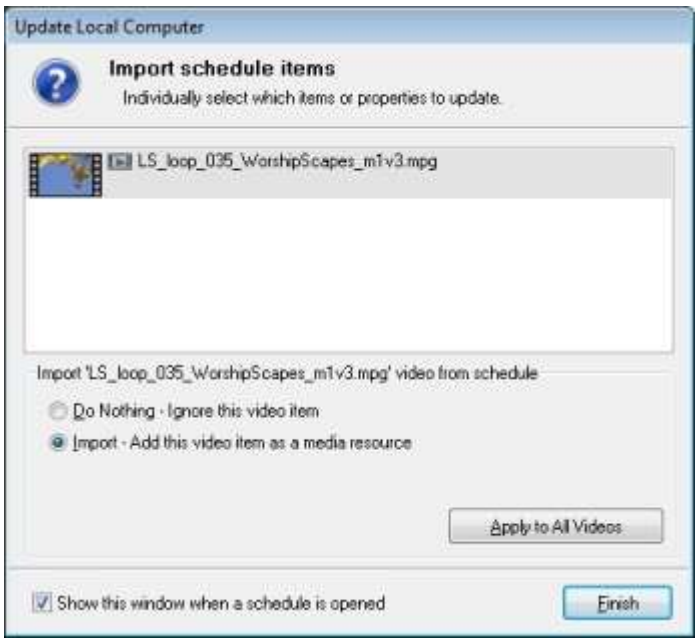
Select **Insert - Add the song to the song database** to add a

new song to the Song database.

Choose to use only the song lyrics or backgrounds or both.

Click the **Apply to All** button at the bottom right to duplicate the same settings for all items like the item selected.

Select **Import - Add this (video, image, presentation) as a (media, PowerPoint) resource** to import a video, image or PowerPoint presentation into the media resource area.


Update Local Computer
Import schedule items
Individually select which items or properties to update.
LS_loop_035_WorshipScapes_m1v3.mpg
Import 'LS_loop_035_WorshipScapes_m1v3.mpg' video from schedule
Do Nothing - Ignore this video item
Import - Add this video item as a media resource
Apply to All Videos
Show this window when a schedule is opened
Finish

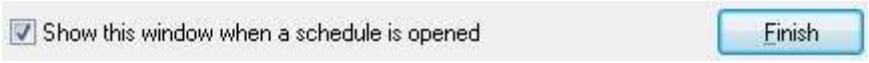
Images, Videos, Audio Files, or PowerPoint files imported will be saved to the following location:

Windows XP: C:\Documents and Settings\All Users\Shared Documents\Softouch\EasyWorship\Profile Folder\Resources
Windows Vista & 7: C:\Users\Public\Public Documents\Softouch\EasyWorship\Profile Folder\Resources
Videos: \Videos
Audio: \Audio
Images: \Images
PowerPoint: \Presentations

Notes
If EasyWorship doesn't automatically check schedule for changes when they are opened follow the instructions below.

1. Open a schedule with items in it that don't match the database. Or, create an item in the schedule that doesn't match what is in the database.
2. Click on the **Schedule** menu.

3. Click on **Check Schedule for Changes...**
4. Click the box at the bottom by **Show this window when a schedule is opened**.
5. Click **Finish**.

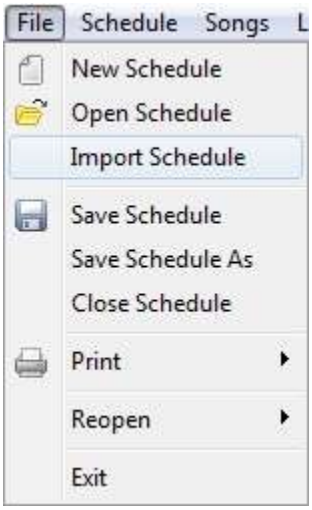


Import a Schedule Saved into an Active Schedule

EasyWorship allows you to merge two or more schedules into one schedule.

With songs and items already in a schedule, or after opening a saved *.ews schedule file, follow these steps.

1. On the top menu bar, click on **File**.
2. Then click **Import Schedule**.



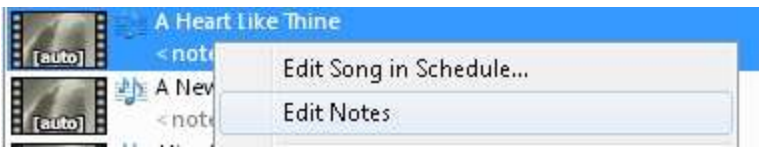
3. Browse to and select the *.ews schedule file you wish to import.
4. Click **Open**.
5. The newly imported items from the schedule will now be added to the bottom of the current schedule. You may save and rename this newly merged schedule.

Notes in the Schedule

You can add notes for your tech team or users that will appear with each item in the schedule area. When you hover your mouse pointer over each item the entire note will appear in the pop up window. These notes will display just under the item name in the schedule area.

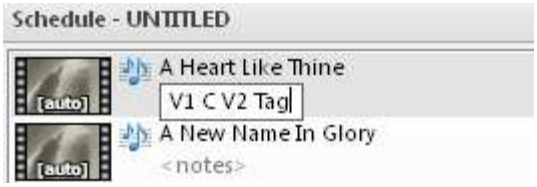
To add a note to a schedule item:

1. Highlight any item in the schedule area. Notice the word <notes> is already present.
2. Right click and select edit notes. The Notes



field will now contain a blinking cursor.

3. Type your notes. When finished, click outside the notes field.



Notes
The notes can be saved with that schedule. They cannot be saved to the database.

Notes Inside a Song:
Notes can be added next to any song tag. ***See:*** Add Notes In A Song

Check Schedule for Errors

When opening a schedule, EasyWorship checks it to make sure it can access all of the content in that schedule. If it detects an item that cannot be found, a list of Unresolved schedule items will be displayed. When building a schedule you can manually check the schedule for errors. The following instructions will help you understand and use the **Check Schedule for Errors** feature.

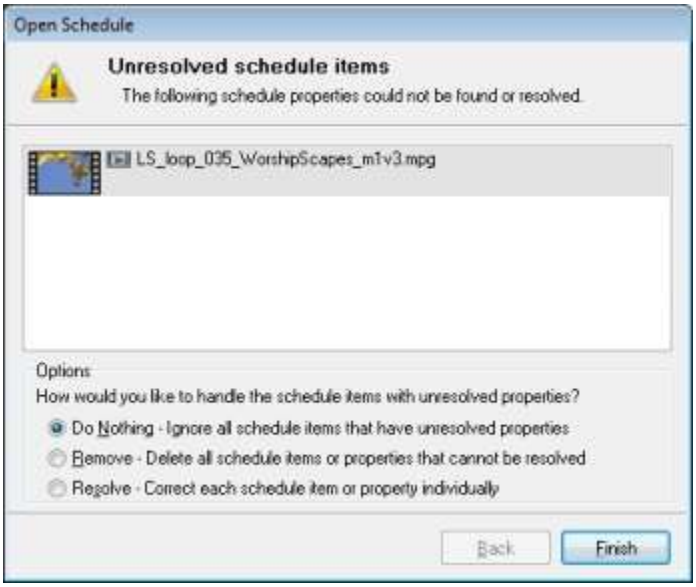
To check for those errors:

1. On the top menu bar, click **Schedule**.
2. Click on **Check Schedule for Errors**. The Open Schedule window will appear.
3. Select one of the following options:

   Do Nothing - Ignore all schedule items with unresolved properties.

   Remove - Delete all schedule items or properties that cannot be resolved.

   Resolve - Correct each schedule item or property individually.

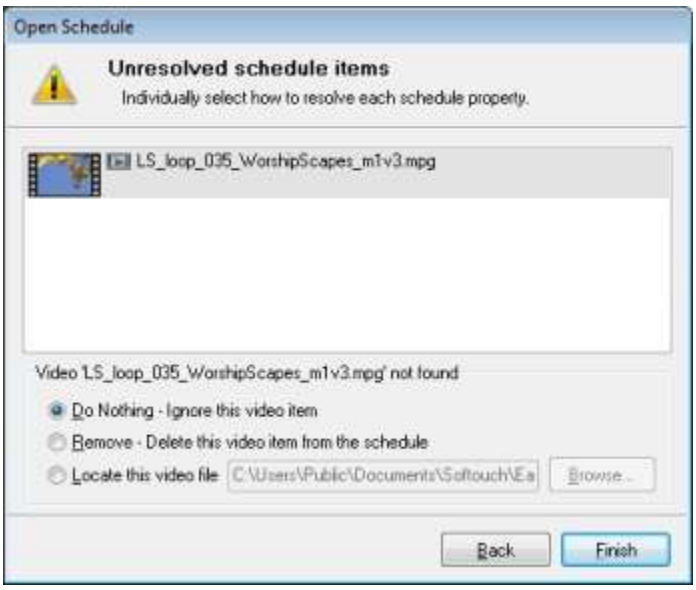

Open Schedule
Unresolved schedule items
The following schedule properties could not be found or resolved.
LS_loop_035_WorshipScapes_m1v3.mpg
Options
How would you like to handle the schedule items with unresolved properties?
Do Nothing - Ignore all schedule items that have unresolved properties
Remove - Delete all schedule items or properties that cannot be resolved
Resolve - Correct each schedule item or property individually
Back
Finish

4. Click the **Next** button.

5. Selecting **Resolve** and clicking **Next** will display the following options:
   Do Nothing - Ignore this item.

   Remove - Delete this item from the schedule.

   Locate this file - Click the Browse button to find the file on your hard drive. When the video is located and selected, click **Open** and then **Finish**. The item will now be added to the item in the Schedule area.



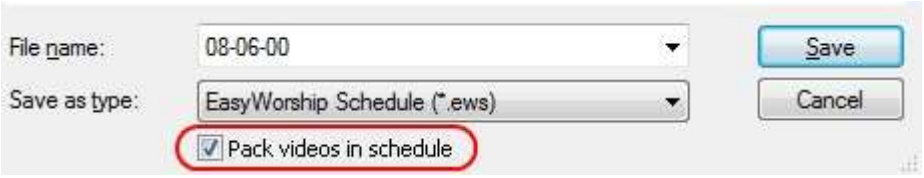
6. Select an option and click **Finish**.

Notes
If you wish to transfer images and videos via the schedule file ***See:*** *Transferring Songs Images and Videos via the Schedule.*

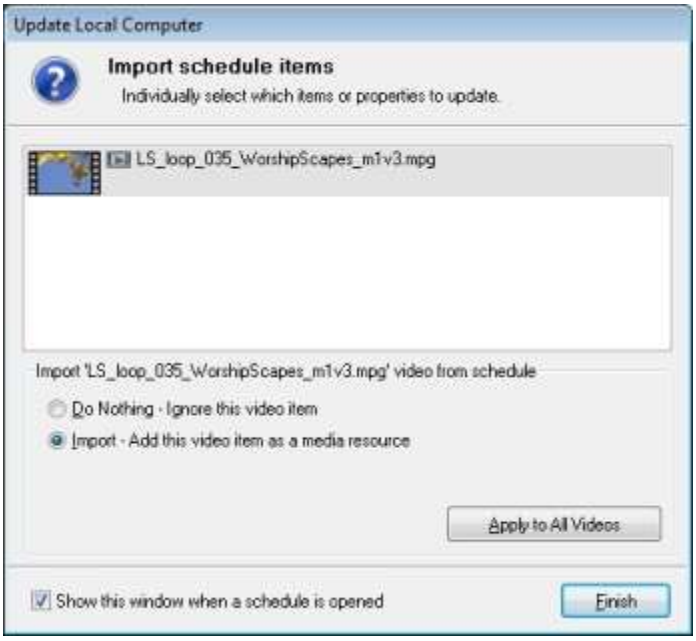
Transferring Files via the Schedule

Pack Videos and Images in Schedule

EasyWorship automatically **packs songs, images, DVD clips and PowerPoint** slide shows into the schedule, but it **doesn't automatically pack videos** into the schedule. When saving a schedule, check **Pack Videos in schedule** on the **Save Schedule As** screen.



EasyWorship will then pack the video files into one schedule file, allowing for the transfer of videos from one computer to another, without having to transfer the video files separately. When opening the schedule on the other computer, select **Import** - "*Add this video item as a media resource"* at the **update local computer** screen if you would like a copy of your video on the hard drive of that computer.


Update Local Computer
Import schedule items
Individually select which items or properties to update.
LS_loop_035_WorshipScapes_m1v3.mpg
Import 'LS_loop_035_WorshipScapes_m1v3.mpg' video from schedule
Do Nothing - Ignore this video item
Import - Add this video item as a media resource
Apply to All Videos
Show this window when a schedule is opened
Finish

See: *Check schedule for Changes* for more information on importing videos and images into your media area from your schedule.

EasyWorship Doesn't Automatically Check for Changes

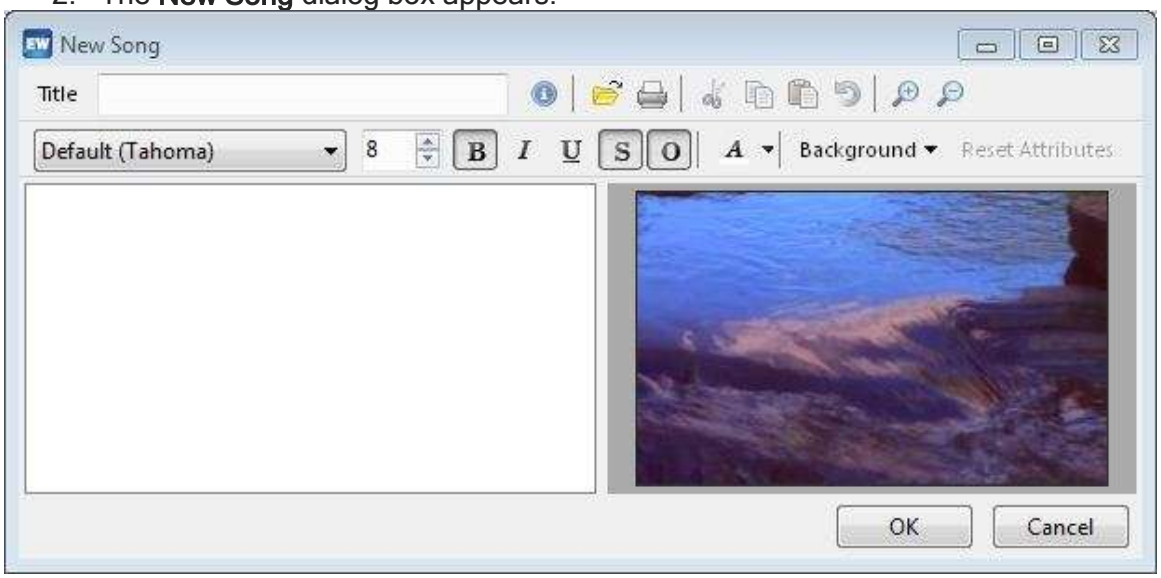
If EasyWorship doesn't automatically compare the songs in your schedule with the songs in the database when you open your schedule ***See:*** EasyWorship doesn't automatically check for changes for instructions on how to correct this problem.

Songs

Adding Songs

The EasyWorship New Song dialog box allows you to add a new song to the songs resource area database by typing it, or by importing it. In addition, you can use common Windows features such as cut/copy and paste to enter text into EasyWorship. EasyWorship can import Rich Text, HTML, Word, Windows Write, WordPerfect, and Works for Windows files. You can also save miscellaneous text to use in your presentations. Miscellaneous text is saved into the songs database, so make sure that you name it something that you can easily find (e.g., *Misc. Text...*).

1. Click the **New Song** icon on the toolbar.
2. The **New Song** dialog box appears.



Typing a song:

1. Type a name for the song in the **Title** box.
2. Click the desired font and size for the text, and use the toolbar buttons to choose a style, color, and fill effects for the text. For more information on using the Fill Effects dialog box ***See:*** Adding Backgrounds.
3. If you want to add a tag (color label) to the slide, right click in the text box, point to **Insert Song Tag**, and then click one of the tag types. The desired tag appears in the text box.
    - EasyWorship will automatically recognize the song tag when it is typed in and will color code it for you.
    - Notes can also be added to the song tag. ***See:*** Notes Inside a Song
4. Type the lyrics for the song in the Text box.
6. To add a new slide, either insert another tag in the text box, or press **ENTER**.
    - If you want to place a blank line(s) within a slide, press **SHIFT+ENTER**.
7. Click **OK** when you are satisfied with the song.

Importing a song or text:

1. Click the Import icon . The Windows **Open** dialog box appears allowing you to locate the desired file.
2. Click **OK** when you have located the file. The song or text appears in the Text box where you can edit and format it.

Notes

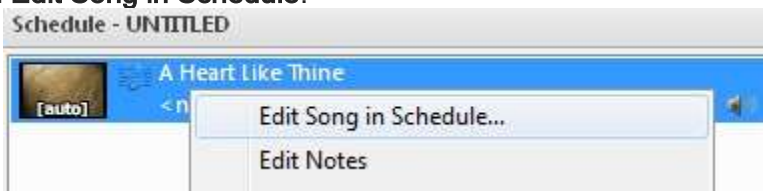
- Many of the toolbar buttons have a third state; red. The red state indicates that the default setting has been overridden and that you have edited the text attributes. To change the text attributes back to the default, click the Default button, or click the down arrow next to the paint can, and then click Automatic.
- You can also copy and paste the text into the Text box.
- EasyWorship has an auto format feature which makes the text always fit on the slide. Even if enough lines are added, the text gets smaller.
- To edit the appearance of **song tags**: on the **Live** menu, click **Options**, click the **Songs** tab, and then click **Label Color Coding**.

Editing Songs

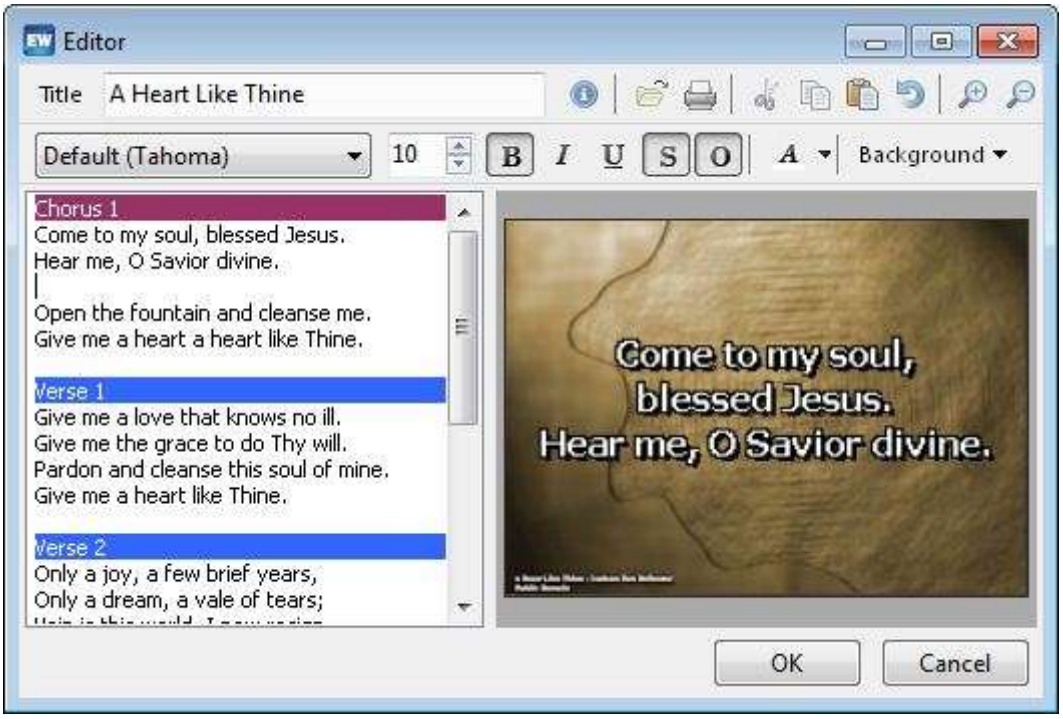
The EasyWorship Editor allows you to edit songs, miscellaneous text, and song information. You can choose to edit songs in the schedule for changes saved to the song only for that schedule and/or you can edit permanent changes for the song in the song resource area.

Edit a song in the schedule:

1. In the Schedule area, select the song to be edited
2. Right click on the song.
3. Click on **Edit Song in Schedule**.



4. The Editor window appears.



5. Use the text area as a standard text editor to type in text or change text as needed.
6. Use the toolbar to change the font and size of the text, the style, the color, and the fill effects or background.
   See: Font Sizing Explained
7. Click **OK** when you are satisfied with the song.

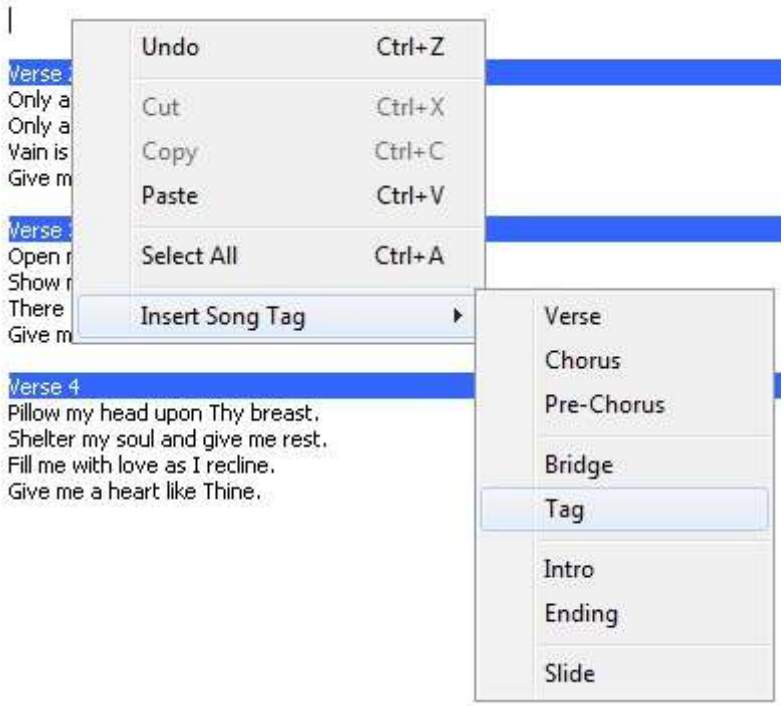
Add a new slide:

1. Press **ENTER (Return)** in the text where the new slide is to be added, and then type the new slide text.

Verse1
Jesus loves me this I know
For the bible tells me so
Press Enter Here
Little ones to Him belong
They are weak but He is strong
Press Enter Here
Chorus
Yes Jesus Loves me...

Inserting Song Tags:

1. Right click in the text box where the new slide will be added.
2. Click on **Insert Song Tag**.



3. Then select one of the tag types.
4. The tag appears in the text box.
5. Then press **ENTER** to type the new song text.

To edit copyright information, author information, etc. ***See:*** Editing Copyright information under notes.

To edit a song in the database:

1. In the Resource area, click on the **Songs** tab.
2. Select the song you wish to edit.
3. **Right click** on the song.
4. Click on **edit song in the database**.
   The Editor dialog box appears.
5. Use the toolbar to edit the song text. You can change the font and size of the text, the style, the color, and the fill effects or background.
   See: Font Sizing Explained
6. To add a new slide, press **ENTER** in the text box where you want to add the slide, and then type the new song text.

-Or-

1. Right click in the text box where you want to add the slide.
2. Select **Insert Song Tag**.
3. Then click one of the tag types. The tag appears in the text box.
4. Click in the tag to add additional text to the tag. You can also add parentheses and text. ***See:*** Notes_Inside_a_Song
5. To Adjust text, as you type, the words all fit on the slide and continue to get smaller, unless you break the verse up by pressing Enter (page breaks, or slide breaks). You can also add blank lines which will decrease the size of the text by holding down the Shift and Enter.

6. To edit copyright information, author information, etc. ***See:*** *Editing Copyright information* ***under notes.***
7. Click **OK** when you are satisfied with the song.

See: Using the Background Designer in the Song Editor and Using the Background Designer

Notes

- To set global options that are applied to all songs, **See:** Song Options.
- Many of the toolbar buttons have a third state; red. This indicates that the default setting has been overridden and that you have edited the text attributes. To change the text attributes back to the default, click the Default button, or click the down arrow next to the paint can, and then click Automatic. If you delete or change the actual text, you can use **CTRL-Z** to undo the changes.
- **EasyWorship uses font sizes differently** than other Windows applications. EasyWorship font sizes are relative to the overall size of the slide screen. The text will never be larger than this relative percentage, which allows you to predetermine font size. Therefore, song text will never appear larger and you can keep the font size consistent. For example, in the New Song dialog box you can type new songs and EasyWorship automatically formats your slide as you type. You can highlight text and select the desire font height percentage while also decreasing it for other text on the same slide. For more information, **See:**Song Options .
- If you need to place a blank line within a slide, press **SHIFT+ENTER**. You will notice that more blank lines fill the slide and cause the text size to decrease.
- Click in the tag to add additional text to the tag.
- To set global options that are applied to all songs, **See**: Song Options.
- **Editing Copyright Information:** The CCLI # appears by default. A song is copyrighted, or you can add the copyright symbol and date to the information in the song editor. Once you have entered the CCLI#, it will automatically appear in each copyrighted song. To add CCLI #, **See:** *Displaying Copyright Information*.

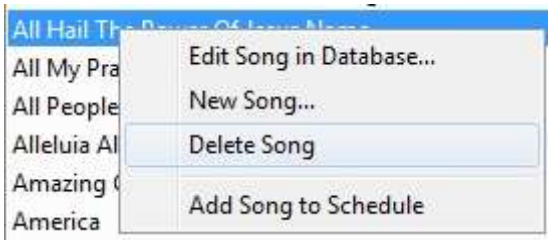
* Click the Information icon to display the Song Information dialog box.
* Edit the desired information.
* Click **OK**.

Deleting Songs

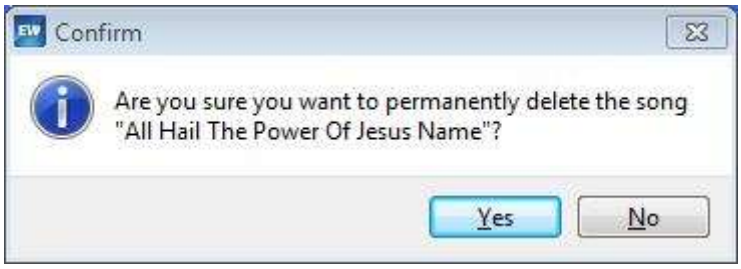
WARNING: The following procedure permanently deletes the selected song from the EasyWorship Songs database.

To delete a song:

1. In the Resource area, locate the song that you want to delete.
2. Right click on that song, click Delete Song.



3. Click Yes to permanently delete the song from the songs database.



Font Sizing Explained

EasyWorship uses an auto font sizing feature that makes sure that your text always fits the screen. EasyWorship will use the largest size font possible to display your songs and scriptures. The following information explains how font sizing works in EasyWorship.

Desired Font Height Percentage:
EasyWorship sets the maximum size of the font by using the *Desired Font Height Percentage* to make sure the text doesn't get too large. The desired font Height Percentage is set for a percentage of the screen size instead of a point font size like most text editing programs.
See: Songs Tab for more info on changing the Desired Font Height Percentage.

No Minimum Font Height Percentage:
There is no minimum font size. When you begin to type text into a slide, the text will appear using the Desired Font Height Percentage. After you reach the maximum number characters that can fit on a line using the Desired Font Height Percentage, EasyWorship will either wrap the text to the next line or, if wrapping is no longer an option, EasyWorship will make the text smaller with the addition of more characters.

> **Example:** When you begin to type text into a song, you could be typing at 10%. If you continue to type without creating new slides, EasyWorship will continue to make the text smaller. The more text there is the smaller the text appears.

Text Size Continuity Within a Song:
By default EasyWorship will make all of the text in a song the same size. In order to accomplish this, EasyWorship looks at the slide with the most text on it to determine the text size of the rest of the slides. If you put more text on a slide than can fit using the desired font height percentage, EasyWorship will resize the text to fit. EasyWorship will then use that slide to determine the text size for the rest of the slides.

All text in a song is sized by the longest line of text in the entire slide set for that song. In the event that you have a line that is too long, you may break that line into multiple lines by pressing enter where the line wraps. If you press enter twice it will send the text after the cursor to a new slide. This, will reduce the amount of text on the slide to allow the

text to appear larger. You will notice that the text in all of the slides will appear larger when that line or slide is split into a new line or slide.

Notes
Auto wrapping can be disabled in Live/Options/Songs tab under Advanced. With auto wrapping turned off, EasyWorship will automatically start resizing the text when you have reached the maximum amount of text that can fit on a line. You will have to press enter at the end of the line to make sure the text isn't resized until you have reached the maximum amount of text for the slide.

Changing Text Size Within A Slide:
You may select part of the text in a slide and increase the text size up to the Desired Font Height Percentage. EasyWorship may have to reduce the size of the other text in the slide in order for the selected text to appear larger. The font size in the song editor is a proportional size. It makes the selected text look larger, by shrinking the size of the other text. If you select the whole slide and try to increase the size, the size will not change. EasyWorship has already made the text on that slide as large as it can be for that slide. If this is not the case, you may need to check other slides in the song. ***See:*** *Text Size Continuity Within a Song*

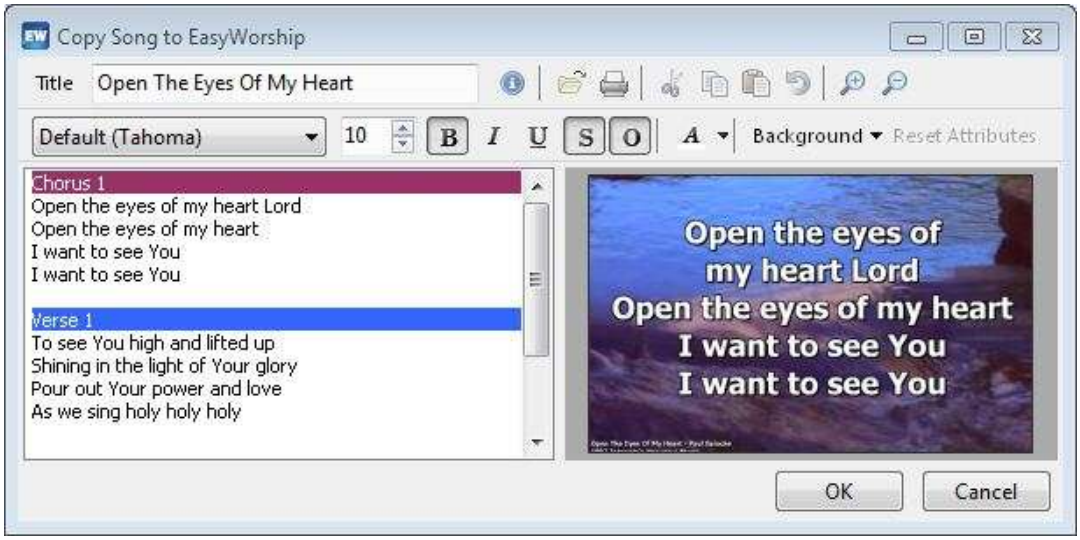
Importing Songs from SongSelect Lyric Service

CCLI's™ SongSelect Lyric Service allows you to download songs from thousands of songs on their web site for a nominal monthly/yearly fee. This Lyric Service is provided by Christian Copyright License International. To use the CCLI's™ SongSelect Lyric Service, you must be a member with a valid User ID and Password. If you are not a current member, you can subscribe to this service at http://www.ccli.com.

Downloading Songs from SongSelect Lyric Service:

1. Click the **Online** tab in the resources area.
2. Click the **SongSelect** tab in the web navigation area.
3. Log in if prompted and click **Launch SongSelect**.
5. Click on the link for the song that you want to import.
6. When the song lyrics appear, click the **Import** button at the top right.
7. Click **Add to Schedule**, if you want the song to be added to the schedule.

8. The **Copy Song to EasyWorship** dialog box appears.


Copy Song to EasyWorship
Title
Open The Eyes Of My Heart
Default (Tahoma)
10
Background
Reset Attributes
Chorus 1
Open the eyes of my heart Lord
Open the eyes of my heart
I want to see You
I want to see You
Verse 1
To see You high and lifted up
Shining in the light of Your glory
Pour out Your power and love
As we sing holy holy holy
Open the eyes of
my heart Lord
Open the eyes of my heart
I want to see You
I want to see You
OK
Cancel

9. Make any changes you would like, then click **OK** to copy the song to EasyWorship.

The song is copied to the EasyWorship Songs database for later use. To edit the song, ***See:*** *Editing Songs*.

Notes

- You must be connected to the Internet to download a song from CCLI's™ SongSelect Lyric Service. **See:** *Internet Connectivity* under Troubleshooting if you are unable to access SongSelect from EasyWorship.
- You must have a **CCLI™ License and SongSelect Subscription** to use this feature. Go to *www.ccli.com* to find out how to get an account.

No Songs Or Backgrounds in My New Install

If you did not load the demo songs, ***See:*** Adding and Removing Demo Data

Reporting and Printing Songs

EasyWorship allows you to track and generate the usage of songs for reporting and managing your repertoire of songs. For information on reporting the usage of songs, please contact Christian Copyright License Int'l. (CCLI) at www.CCLI.com. EasyWorship also will print the list of the songs in your Songs resource area database. Each time you add, print or project a song, EasyWorship tracks that action and stores it for you in a viewable and printable file.

Printing a Song Activity Report:

1. On the Top Menu Bar, click on **File**.
2. A drop down menu will appear, highlight **Print**.
3. A side menu will appear, click on **Print a Song Activity Report**.
4. The Select Report Period window will appear. Enter the report period dates for which you need an activity report.
5. The report will appear and you can navigate the top menu bar for options on saving, printing, etc.

Printing a Song List Report:

1. On the Top MenuBar, click on **File**.
2. A drop down menu will appear, highlight **Print**.
3. A side menu will appear, click on **Print a Song List Report**.
4. The Song List will appear showing the numeric and alphabetical listing of the songs in your Songs resource area database. You can navigate the top menu bar options for printing, saving etc.

Printing a Schedule:
You can print the schedule you have saved. This is helpful to pass out to your staff so all can see the agenda for each presentation. You can print the schedule in both views, either details or summary view.

Printing Schedule (details)
1. On the Top Menu Bar, click on **File**.
2. A drop down menu will appear, highlight **Print**.
3. A side menu will appear, click on **Print Schedule (details)**.
4. Each song or item in the schedule will be available for printing, page by page, including all the words on each slide of that song, and the song information of copyrights, author, etc.
5. Navigate the top menu bar for options in printing and saving the detailed schedule report.
6. The report is saved in a proprietary form called a *.qrp file.

Printing Schedule (summary)
1. On the Top Menu Bar, click on **File**.
2. A drop down menu will appear, highlight **Print**.
3. A side menu will appear, click on **Print Schedule (summary)**.
4. Each song or item in the schedule will be available for printing, only by file name as it appears in the schedule.
5. Navigate the top menu bar for options in printing and saving the detailed schedule report.
6. The report is saved in a proprietary form called a *.qrp file.

Using .qrp files:
The qrp files can be opened using EasyWorship.
1. Click on **File**.
2. Click **Print**, then **Song List Report**.
3. Click the **Load Report** button at the top of the report screen.
4. Browse to the .qrp file saved from EasyWorship.
5. Select it and click **Open**.

Text Over Video

EasyWorship layers text over video, images, colors, gradients and feeds.

Using Text Over Video:
1. In the Resource area, click the Songs tab.
2. Click on the title of the song; it will be highlighted.
3. Click on the Background button above the center column Preview Area. The palette of background thumbnails will appear. Click a video thumbnail .
(***See:*** Adding Backgrounds)

4. Click the Go LIVE button and the song will appear layered over the video.
    - You may also attach a video background to a song in the song database. (*See:* How Do I Save A Background to a Song?)
    - Attach a video from the Media tab or Background palette by dragging and dropping to a song in the schedule, changing it for that schedule only.

Notes
DirectX is required for EasyWorship to display text over video. Click on Help, then DirectX Troubleshooting to verify that DirectX is enabled.

See: Text Over Video Troubleshooting under Troubleshooting, If you are having problems with Text Over Video.

Using Songs

EasyWorship songs are saved in the songs resource area database for easy retrieval and efficient song management. You can search for songs by title or by the first line of any slide, verse, or chorus. The Favorites button enables you to select songs that you use the most and need to access quickly. When clicking the Favorites button only the selected songs will appear.

EasyWorship allows you to import songs, type your own songs or text, and edit songs. You can also download songs from CCLI's™ Song Select Lyric Service.

Locate and display a song:

1. In the Resource area, click the Songs tab.
2. Type the name of the song in the Title box.
3. Begin typing the name of the desired song. You only have to type enough characters for EasyWorship to locate the song.
   For example: to locate Amazing Grace, type Am.

-Or-

- If you do not know the title, begin typing the first line of the slide, verse, or chorus in the **Search** box.
  For example: to find Amazing Grace, you could type "Twas Grace that" in the **Search** box.
- EasyWorship locates, highlights, and displays the chosen song in the Preview area. The first line of the selected verse is displayed in the Search box.

Notes
EasyWorship reads numbers first, for example, if you name a song "1 Amazing Grace" it will appear first in the Resource area. This allows you to type a number and enter if you want to list songs numerically.

4. After you locate the desired song, add the song to the schedule. ***See:*** Building and Running an EasyWorship Schedule

-Or-

- Click on the Background button and select a background from the thumbnails, then click **Go Live** or, double-click the song to send it directly to the live output area and immediately display it to the congregation.

Notes

To display text over video, the video thumbnails in the Background palette will have film strip edges. You can click on a song, then the video background thumbnail and then click **Go Live** .To save a video as a background to a song to be used each time you view the song from the database, ***See:*** *Assign Background to song*.

Follow along with your worship leader:

- Click on each verse in the Live area and follow your leader. You can click the verses in any order.

-Or-

- Use the **UP** and **DOWN ARROW** keys to follow through the verses.

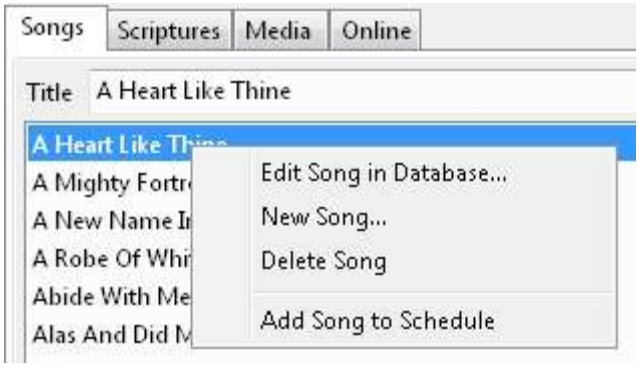
-Or-

- Type 1 and press the **ENTER** key, 2 and the **ENTER** key, etc., as they correspond to the verses 1-8; 9, 0, C corresponds to the chorus; **T** for **Tag**; **E** for **End**; **B** for **Bridge**; and **S** for **slide**. There is a small down arrow at the top right of the Live area. Click it and drop down the choice to see songs displayed in summary or full view. The numbers correspond to the slide in the summary view.

Right Click Features on Songs:

- **Edit Song in Database** - allows you to edit the song and save it that way in the Songs resource area database. See: To edit a song in the song Resource area database
- **New Song** - Opens the new song editor window for typing a new song.

See: Adding Songs



Adding Songs to the Favorites List:

1. Click on the **Songs** tab.
2. Click in the second column next to the song you want to add to the **favorites** list.
3. When you click the Favorites tab you will see a list of just the songs you selected.

To Add New Songs:
See: *Adding Songs*, *Editing Songs*, Downloading Songs from the CCLI SongSelect Lyric Service

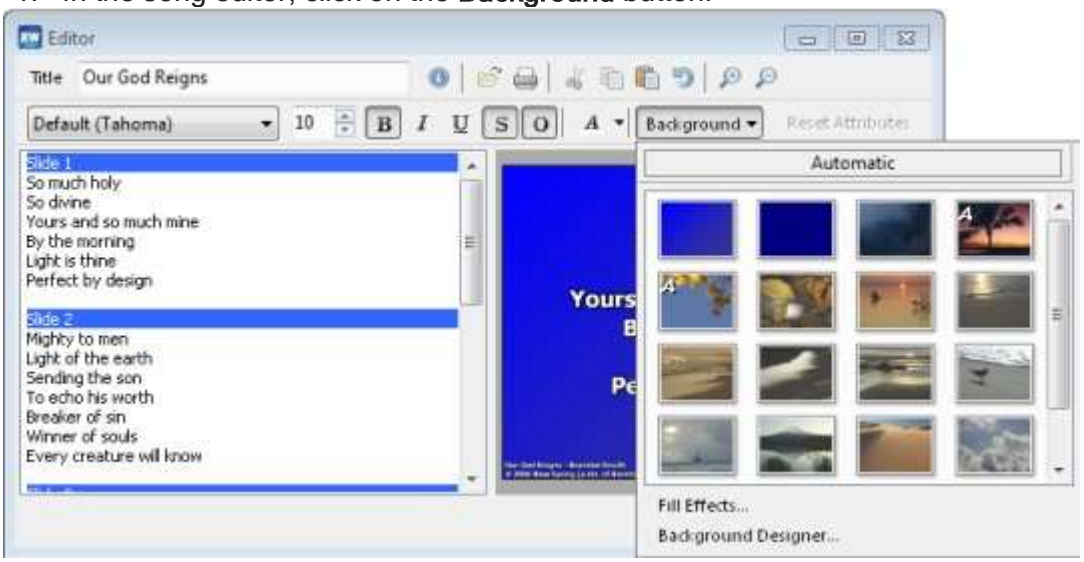
How Do I Use The Favorites Button?

See:Adding Songs to the Favorites List

Using the Background Designer in the Song Editor

The Background Designer can be utilized from the Song editor. This will allow for more control over how text is displayed on the screen.

1. In the song editor, click on the **Background** button.



2. Select **Background Designer**.

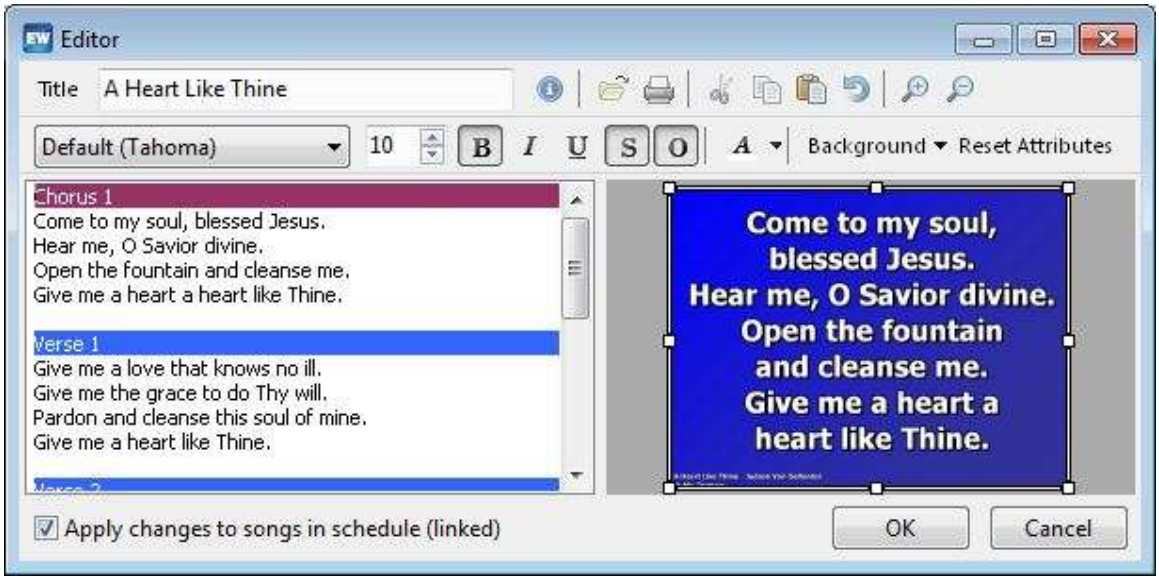
* From the **Background Designer**, the font formatting, location and size of the text box , Vertical and Horizontal text alignment can be changed.
See: *Using the Background Designer* ***for more information on how the background designer works.***

Notes
It will not update the thumbnail in the Backgrounds palette. That must be done from the Backgrounds button in the preview window.
The text box formatting is attached to the background of the song. When the background for the song is changed, the text box settings will be reset.

Text Box Resizing in the Editor Window

You can also adjust the text box in a background by clicking on the thumbnail picture in the editor window, both in the edit song in the Resource area or edit song in the schedule.

To resize a text box on a background:
In the Song Editor:
1. Click on the song preview area to the right of the text area.
2. Resizing handles will appear.


Editor
Title
A Heart Like Thine
Default (Tahoma)
10
Background
Reset Attributes
Chorus 1
Come to my soul, blessed Jesus.
Hear me, O Savior divine.
Open the fountain and cleanse me.
Give me a heart a heart like Thine.
Verse 1
Give me a love that knows no ill.
Give me the grace to do Thy will.
Pardon and cleanse this soul of mine.
Give me a heart like Thine.
Come to my soul, blessed Jesus.
Hear me, O Savior divine.
Open the fountain and cleanse me.
Give me a heart a heart like Thine.
Apply changes to songs in schedule (linked)
OK
Cancel

3. Resize and move the text box to the desired location in the preview area

- If you wish to have less text in the box, you will need to separate lines and text in the song editor using Enter. (***See:*** Working with Songs.)

Notes

The text box formatting is attached to the background of the song. When the background for the song is changed, the text box settings will be reset.

Scriptures

Adding More Bible Versions

EasyWorship offers many free and copyrighted bibles. Copyrighted bibles are available for $29.00 each.
See: Bibles on the Media Store tab for a list of available bibles.

To Purchase a Bible:
Bibles can be purchased via the Media Store tab or by calling us at +1 918-250-1493. If EasyWorship was purchased via a dealer, contact them to purchase. After the bible is purchased, we will send a new serial number to you via e-mail. Follow the instructions below to register your new bible.

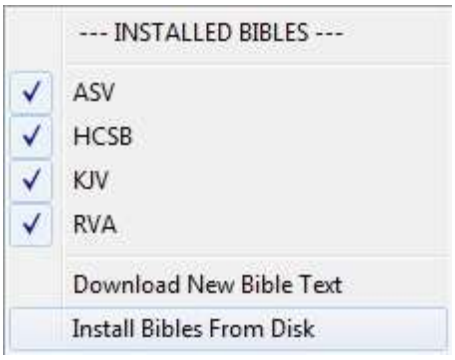
1. Open EasyWorship.
2. Click the **Help** menu.
3. Select **Register Products**.
3. In the **Serial Number** field type in the new serial number.
4. Click **Validate**.
5. The Validate button will grey out.
6. Click **Close**.
7. Click on the **Scriptures** tab.
8. The tab for your new bible will show up at the bottom of the scriptures area.
9. If the message **This Version of the bible is not installed** appears, Click **download and install it now**.

This version of the bible is not installed. Click here to download and install it now.
If you wish to download it using another computer, go to http://easyworship.com/bibletext.php and download it to a disk. Then, bring the disk back to this computer and click here to install it from a disk.

- If you do not have an internet connection, you may download the text from our web site onto a computer that has internet access and install the bible text manually. ***See:***Installing Bible Text Manually

Installing Bible Text Using the Media Store:
1. Click on the Online tab in the resource area.
2. Click the Media Store tab.
3. Click on **Bibles**.
4. Click **download** next to the scripture you wish to install.
5. The scripture will download and install automatically.
- If you haven't purchased the scripture yet, click Add To Cart and go through the checkout process.

Installing Bible Text Manually:



1. At a computer with internet connection, browse to http://www.easyworship.com/bibles.
2. Click on the download link for the bible you want to download.
3. Save the file to a disk.
4. Take the disk to the computer you want to install the bible on.
5. Click the Scriptures tab.
6. Click the button to the right of the Bible version tabs.
7. Click **Install Bibles From Disk**.
8. Browse to and select the bible file you saved to the disk.
9. Click **Open**.
10. The Scripture text will now appear.

Enabling Scripture Version Tabs

Notes
Not all scriptures are free. Please see *How Can I Add More Bible Versions?* for info on how to purchase or add new bibles to EasyWorship.

Enabling Bible version Tabs:

1. Click on the **Scriptures** tab in the resource area.
2. Notice the version tabs at the bottom.
3. To the right of the version tabs, click on the button. The available version tab names will appear.
4. Select the versions you wish to enable.

The Scriptures Tab

There are several Bible versions resident in EasyWorship to be used in your presentations. You can easily locate and display chapters and verses from any book of the Bible from the Scriptures tab.

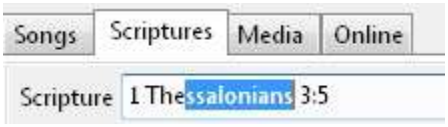
The EasyWorship **Scriptures** resource area automatically contains the HCSB, ASV, KJV & RVA bibles. Other versions are available. Not all version s are free. ***See:****Adding More Bible Versions* for more info on adding more bibles to EasyWorship. Check our website for the latest listing. http://www.easyworship.com

Also ***See:****Enabling Scripture Version Tabs* and Using Scriptures

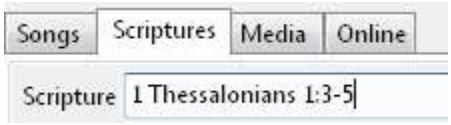
Using Scriptures

Add a scripture to your schedule:

1. Click on the **Scriptures** tab in the resource area.
2. Click the tab of the Bible version you want to use.
3. Type the scripture reference in the Scripture field at the top of the Scriptures tab.
    - For example, if you are looking up a scripture in 1 Thessalonians, you would type **1 The**. EasyWorship will then auto-complete the book name for you.



    - Press the right arrow key then type in the verse address in the following format **1:3-5**.



4. Click the green plus sign on the schedule toolbar or drag and drop the selected scripture to the schedule area.

Notes
When Selecting multiple scriptures, the scripture text will be added to one slide. Editing of the scripture may be needed.

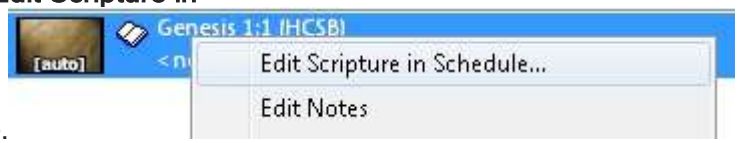
Using Scripture on the Fly:

1. Click on the **Scriptures** tab in the resource area.
2. Select the Bible version you want to use.
3. Type the scripture reference in the **Scripture field** at the top of the Scriptures tab.
4. **Double click** the selected scripture to make it Go Live.

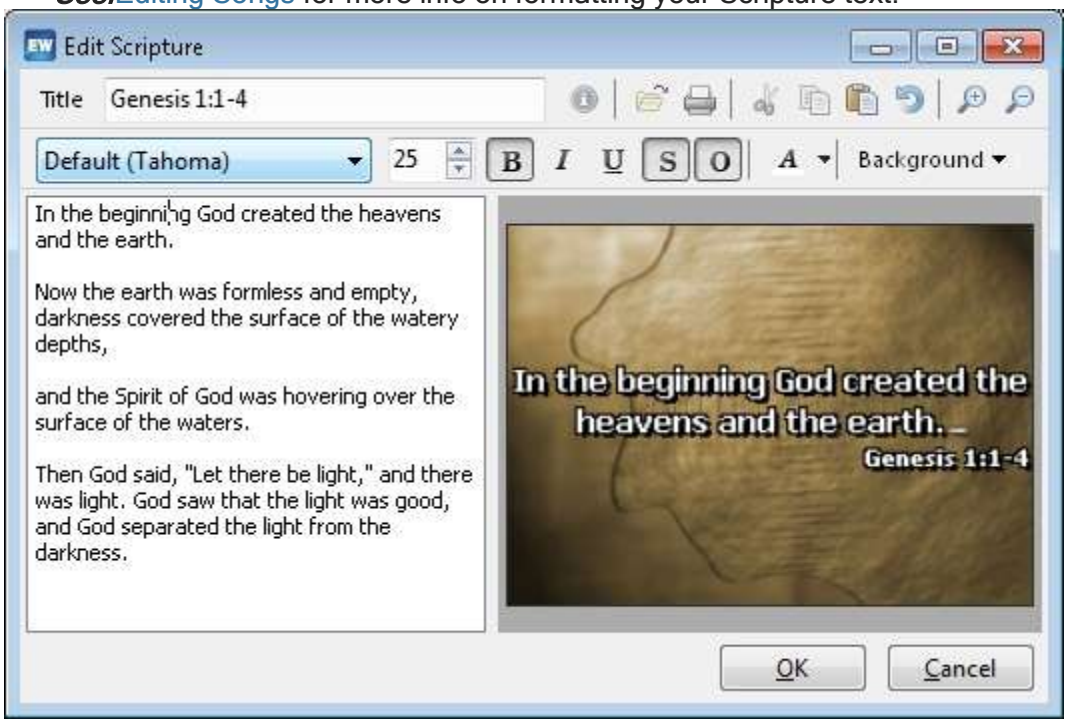
Editing Scriptures:

1. **Right click** on a scripture in the schedule.

2. Click on **Edit Scripture in Schedule**.



3. Make the changes you need using the Scripture editor. (The scripture editor works the same as the song editor)
   See: Editing Songs for more info on formatting your Scripture text.


Edit Scripture
Title
Genesis 1:1-4
Default (Tahoma)
25
Background
In the beginning God created the heavens and the earth.
Now the earth was formless and empty, darkness covered the surface of the watery depths,
and the Spirit of God was hovering over the surface of the waters.
Then God said, "Let there be light," and there was light. God saw that the light was good, and God separated the light from the darkness.
In the beginning God created the heavens and the earth.
Genesis 1:1-4
OK
Cancel

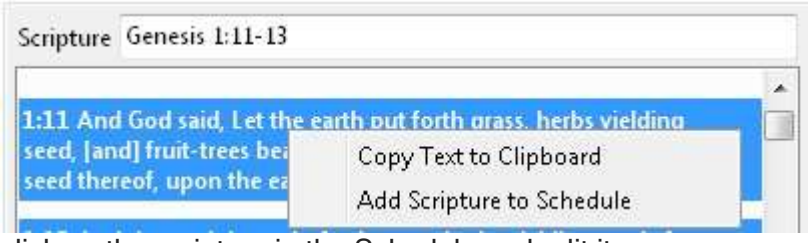
Using Non Consecutive Scriptures:

You may want to use multiple non consecutive scriptures such as Genesis 1:1-5 and 1:11-15.

You can add each set of scriptures to the schedule separately.

This can also be accomplished without having to add multiple scriptures to the schedule.

1. Add verses 1-5 to the schedule.
2. Select verses 11-13 in the scripture look up area.
   - You may type the reference in or hold down Shift and select the scriptures.
3. Right click on the highlighted text and click on Copy Text to Clipboard.


Scripture
Genesis 1:11-13
1:11 And God said, Let the earth put forth grass, herbs yielding
seed, [and] fruit-trees bea
seed thereof, upon the ea
Copy Text to Clipboard
Add Scripture to Schedule

4. Right click on the scripture in the Schedule and edit it.
5. Paste the text into the editor.
6. Remove the scripture reference at the beginning of the pasted text and the bible version information at the end of the text.

7. Add returns (Enter) where you want the text to be broken into slides.
8. Change the title to Genesis 1:1-5, 11-13.

9. Click **OK**.

Media

Setting the Aspect Ratio for Image, Video, Feed & Background

The aspect ratio for images, backgrounds and feeds can now be changed.

What is Aspect Ratio?

Aspect Ratio refers to the ratio of width to height of a picture. This term is most commonly used with working with video output. Standard definition projectors, televisions and computer monitors use a 4:3 aspect ratio which looks like a square. High definition projectors, televisions and computer monitors use a 16:9 aspect ratio which looks like a rectangle.

Aspect Ratio Settings Definitions for EasyWorship:

- **Automatic** - Maintains the original aspect ratio of an image, video or feed by default, but automatically stretches it to fit the screen when used as a background for text.
- **Maintain** - Maintains the original aspect ratio of the video, image, feed regardless of use.
- **Stretch** - Stretches the video, image or feed fit the screen regardless of use.
- **Zoom** - Zooms in on the video, image or feed cropping the edges regardless of use.

Setting Image, Feed and Video Aspect Ratio:

1. Right click on an image, feed or video.
2. Select the **Set Aspect Ratio** option. The options available are **Automatic**, **Maintain**, **Stretch** or **Zoom**.

Setting the Aspect Ratio on a Song Background:

1. Right click on a song in the schedule.
2. Select **Set Aspect Ratio**. The same options will be available as with images, videos and feeds.
   Note: The Set Aspect Ratio option will not be available if a background has not been assigned to the song and the thumbnail has the word **Auto** on it.

Setting the Aspect Ratio on a background in the Background Database:

This allows you to use a specific aspect ratio each time you use a specific background.

1. Click on the **Background** button.

2. Click on **Options**.
3. Select the background you want to modify.
4. Click the **Modify** button.
5. Select the Aspect ratio from the Drop down list..
6. Click **OK**.

Codecs Explained

What is a codec?
Codec - (enCOder/DECoder or COmpressor/DECompressor) - software (or hardware) that compresses and decompresses audio and video data streams.

The purpose of codecs is to reduce the size of digital audio samples and video frames in order to speed up transmission and save storage space.

- For More information go to http://www.free-codecs.com/guides/What_you_need_to_know_about_codecs.htm

When you play a video, or sound file through EasyWorship, it has to know how to decode that file. A codec is a piece of software that tells EasyWorship how to decode the video or audio file. If you don't have the proper codec installed on your computer, EasyWorship won't be able to play your multi media file.

- Standard codecs that are included automatically in Windows Media Player are :

Video: Mpeg1, AVI, WMV .
Audio: MP3, WAV,WMA
EasyWorship can use any of these types of files without installing extra codec software.

- EasyWorship can play many other types of files as long as you have a codec for EasyWorship to decode the file with. Mpeg2, Mpeg4, Divx, Mov files require extra codec software.

- Avoid downloading codec packs that claim to have a codec for every type of file. Many times they will install software that conflicts with EasyWorship and can cause your media files to play incorrectly. The only codec pack we current recommend is the K-Lite codec pack. We have specific instructions for installing it.

- We recommend Gabest, DScaler or PowerDVD6 or 7 codecs for playing Mpg2 files and DVDs. ***See:*** Recommended DVD & Mpg2 Decoders

Audio

Using Audio Files
EasyWorship is able to play audio files from your schedule. The following formats are supported by EasyWorship: MP3, WAV, WMA, MID, AAC. Audio content can be accessed by clicking the Media tab, then the Audio tab.

Adding Audio Files:

1. Open EasyWorship.
2. Click the Media tab.
3. Click the Audio Tab.
4. Click the Add button.
5. Browse to and select the audio files you wish to add.
6. Click the Open button.

Playing Audio Files:

1. Open EasyWorship.
2. Click the Media tab.
3. Click the Audio tab.
4. Drag and drop an audio file into the schedule area.
5. Click Go Live to play the audio.
    - Audio files may also be played from the preview column.

Attach Audio To A Song:

1. Open EasyWorship.
2. Add a song to the schedule. ***See:*** Building and Running an EasyWorship Schedule
3. Click the Media tab.
4. Click the Audio tab.
5. Drag an drop an Audio file from the Audio tab onto a song in the schedule.

Notes
Songs must be added to the schedule before audio can be attached to them.

DVD

DVDs Explained

EasyWorship enables you to utilize the on board DVD ROM drive on your presentation computer for displaying DVDs or portions you create as clips. This is a different application of displaying DVD than capturing a DVD feed through a capture card (***See:*** Working with Feeds)

DVD Structure

The video content in a DVD is divided into titles and menus. Titles are further divided into units called parts of titles (PTTs). More often, these are called scenes, chapters or segments. These could be compared to using folders and sub folders in your directory tree structure of a computer. The viewer can navigate to specific titles or chapters within titles. Each individually separated video file on a DVD may be referred to as a segment.

The author of a DVD decides how to divide the content into titles and chapters. When a DVD contains a feature-length film, the entire film is often placed in one title or segment, and sometimes divided into chapters for the individual scenes. Extra features on the DVD, such as trailers or deleted scenes, are placed in separate titles or segments. However, these divisions are arbitrary, and many DVDs are organized differently.

The EasyWorship DVD editor can play the entire movie, predefined segments or you can select parts of the DVD called clips. Predefined Clips are segments that you can choose when loading a DVD and those segments will automatically be ready with the proper Mark In and Mark Out points. For example, if you load an i-Worship type DVD, all the songs would be predefined and load into the database area when you select Predefined Clips. On any DVD, you may set Mark In and Mark Out points to edit a clip. You may define a clip name for that edited clip. The DVD from which you wish to play a clip must remain in the DVD ROM drive. EasyWorship does not copy the DVD or segments, only a path to turn on that selected segment or clip. If you have multiple drives, EasyWorship will remember the drive from which you edited your specific clip. Multiple clips or segments may be chosen from your DVD.

EasyWorship requires a DVD Decoder to be installed in order to create and play DVD clips. ***See:*** Recommended DVD Decoders for more information.

Also See: DVD Clip Editor Overview, To play a DVD (whole movie at once), To edit and play a DVD clip (a small piece of a movie) and To play DVD (Predefined Clips) for help with creating DVD clips in EasyWorship.

DVD Region

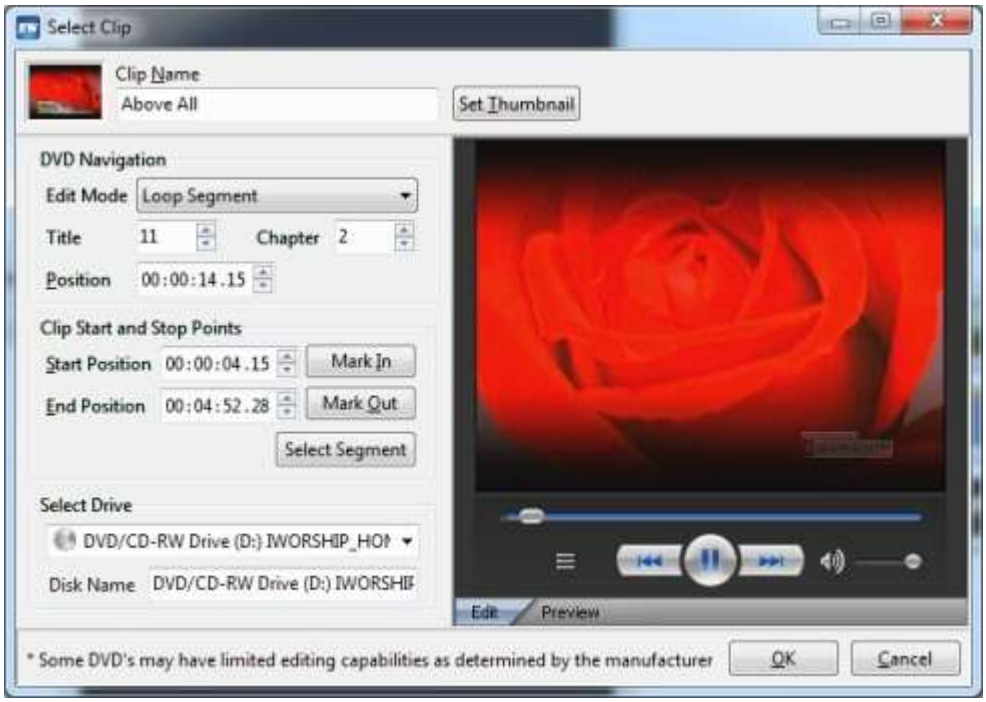
In order to create DVD clips in EasyWorship, the DVD region has to be set on the DVD player in the computer. Many DVD drives come from the factory with no region set. If the wrong region or no region is set, you will be able to create clips, but will not be able to play them back after removing and reinserting the DVD into the drive. Follow the instructions below to set the region on the DVD drive in the computer.

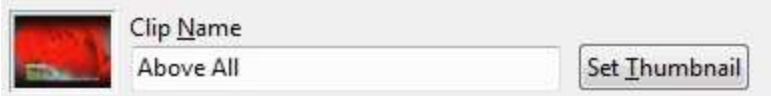
1. Open **Computer** or **My Computer**.
2. Right click the DVD drive.
3. Click **Properties**.
4. A properties window will appear.
5. Click the **Hardware** tab.
6. Select the DVD drive from the list.
7. Click the **Properties** button at the bottom.
8. The properties window for the DVD drive will appear.
9. **Windows 7** users click the **Changes settings** button at the bottom of the General tab.
10. Click the **DVD Region** tab.
11. Select the appropriate country.
12. Click **OK**.

Notes:
The DVD region can only be changed a maximum of 5 times.
DVD Clip Editor Overview

DVD Player Window

1. In the resource area, click on the **Media** tab, click on the **DVD** tab.
2. Click on the **Add** button at the bottom of the Media resource window. The **Select Clip** window will appear.

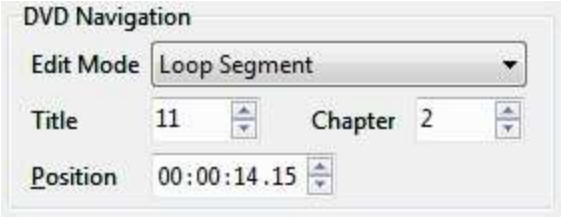




Clip Name - Field in which you create a name for your clip.

Thumbnail - Small picture associated with the Clip Name, which will appear in the DVD resource
area.

Set Thumbnail Button - Click this button at the frame you choose for your thumbnail.

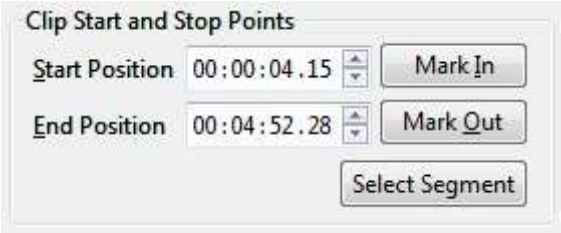


Edit Mode - Two choices appear for editing clips: Loop Segment and Continuous Play. Click on the down triangle for selection. Loop Segment loops only the current segment you are editing. Continuous Play plays the entire DVD allowing you to edit it.

Title - The Main Menu or Main Segments of the DVD.

Position - The numerical elapsed time and current location in the DVD. You can increase or decrease mark in and mark out points by navigating the triangles and editing the number fields.

Chapter - Sub-menu segments under each title.



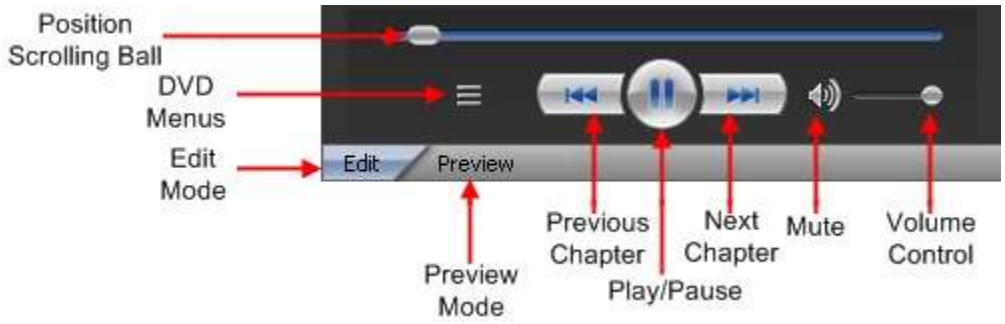
Clip Start - The position at which you Mark In the starting point of your edited clip.

Clip End - The position at which you Mark Out the ending point of your edited clip.

Select Segment - Click this button when you wish to select the entire segment you are playing. It will automatically set the Mark In and Mark Out at its beginning and ending points.

DVD Drive and Name - Displays the name of the DVD and the drive playing. If you have multiple drives you can click the down triangle and select additional DVDs.

Disk Name - You can create a disk name to recognize as it appears in the DVD resource database area.



Position Scrolling Ball - A visual tracking of the position of the DVD. It can be scrolled forward and backward to new locations on the segment.

Edit Mode - Click this button to edit your clips.

Preview Mode - Click this button to preview your edited clip.

DVD Menus - Each DVD will have different menus for displaying the Title, Root, Subtitles (lyrics), Audio (split tracks, click tracks, Stereo, Surround, etc.), Angle (the camera angles available), and Chapter Menus.

* For additional instructions ***See:*** Creating & Managing DVD Clips, Using DVD Clips, Using Predefined Clips

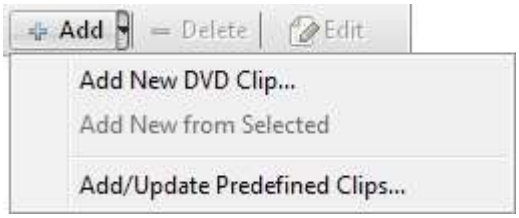
DVD Clip Database Overview

DVD Clips Database Views - In the DVD clip database there are two views available. The All DVD Clips list and the Available DVD Clips list. All DVD Clips shows a list of all the DVD clips created. Available DVD Clips displays a list of clips created for the DVD that is currently in the DVD drive. DVD clips listed under All DVD Clips cannot be edited, but can be deleted.

Add - When clicked the Select Clip window appears allowing you to create a new DVD clip.

Delete - Removes the selected DVD clip from the DVD clip database.

Edit - When clicked the Select Clip window appears allowing you to make changes to an existing DVD clip.



Add New DVD Clip... - When clicked the Select Clip window appears allowing you to create a new DVD clip.

Add New From Selected - When clicked creates a copy of the selected clip and loads the Select Clip window allowing you to create a new DVD clip.

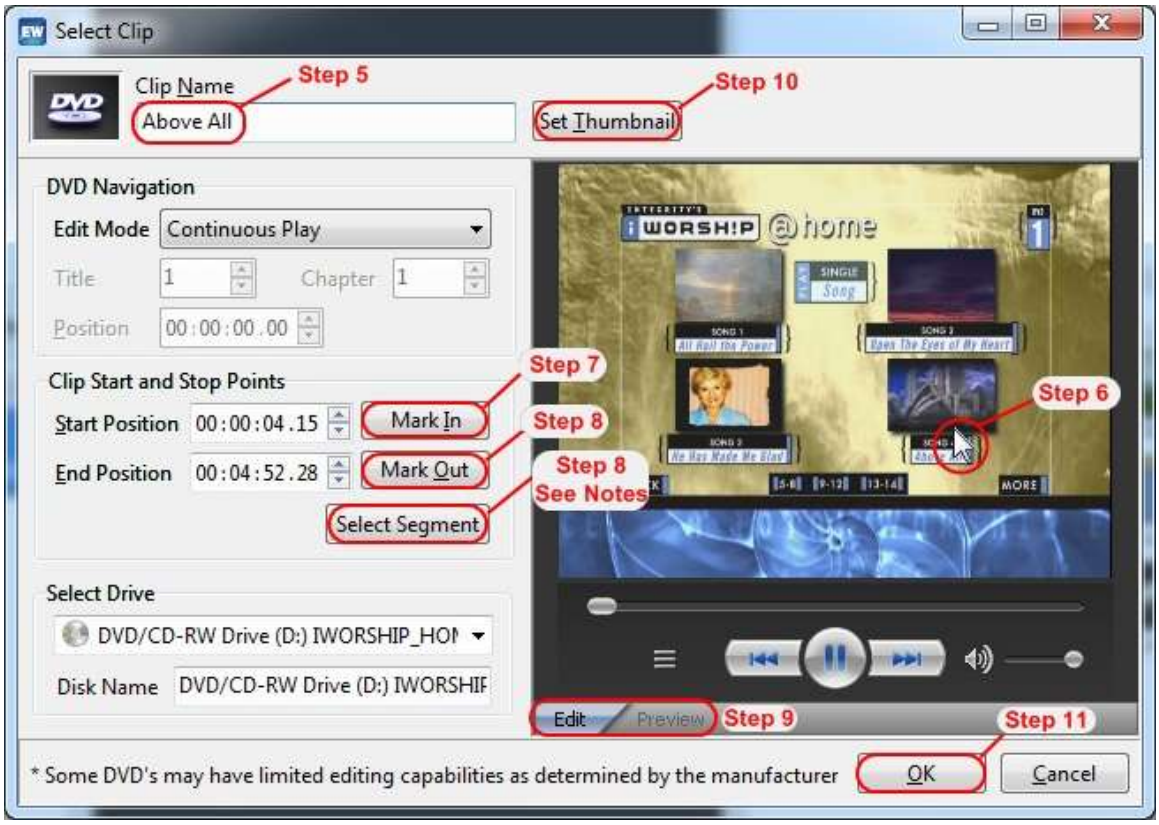
Add/Update Predefined Clips... - Allows you to add DVD clips to the database that have already been created for certain DVDs.

* For additional instructions on how to set up different kinds of DVD clips ***See:*** Creating & Managing DVD Clips, Using DVD Clips, Using Predefined Clips

Creating & Managing DVD Clips

Creating DVD Clips:

1. Insert a DVD into the DVD ROM drive.
2. Click on the **Media** tab in the Resource area.
3. Click on the **DVD** tab.
4. Click the **Add** button.
   The **Select Clip** window will appear.
5. Type the clip name in the **Clip Name** field at the top left.
6. Click the item you want to play in the DVD menu to the right .
7. As video plays, click the **Mark In** button to select the beginning of your clip.
8. Click the **Mark Out** button to select the end of the clip.
   Notes
   - To play the **whole DVD** click Select Segment.
   - For iWorship DVDs and others like it, you may click Select Segment when the video starts playing. EasyWorship will set the Mark In and Mark Out points at the beginning and end of the song for you.
9. The **Preview** button will allow you to preview your edited clip in the window. Click the **Edit** button to resume editing.
10. Scroll the clip to find the frame you wish to use for a thumbnail and click **Set Thumbnail**.
11. Click **OK**. The clip and thumbnail will appear in the DVD clip database.



Editing DVD Clips:

1. Select a clip in the DVD clip database.
2. Click the **Edit** button.
3. The **Select Clip** window will appear, allowing you to make changes to the DVD clip.
4. Click **OK** to apply the changes.

Deleting DVD Clips:

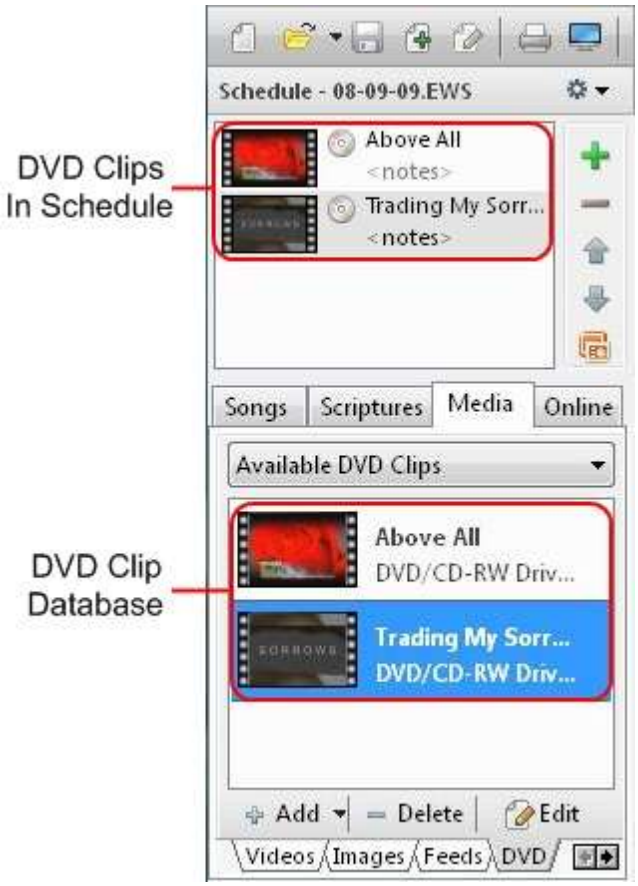
1. Select a clip in the DVD clip database.
2. Click the **Delete** button.
3. Click **Yes** on the prompt that appears to verify that you want to delete the clip.

See: DVD Clip Editor Overview, Using DVD Clips, Using Predefined Clips

Using DVD Clips

Using DVD Clips in the Schedule:

1. Select a DVD clip in the DVD clip database.
2. Click the ➕ on the schedule toolbar.
3. When it is time for the DVD clip to be played in the service, just click Go Live.



Notes:

- You may also drag and drop a clip from the database to the schedule.
- Go Live with a DVD clip directly from the database by double clicking it.
- The DVD has to be in the drive for the clip to play.
- DVD clips can be transferred via the schedule to another computer.
- Clips are forward compatible but not backward compatible. Clips created on Windows 9x will work on Windows XP but clips created on XP will not work on 9x. Clips created on Windows 9x-XP will not work on Windows Vista-7 and vise versa.

See: DVD Clip Editor Overview and Creating & Managing DVD Clips

Using Predefined Clips

Predefined clips are predefined with the proper start and stop points already set. This saves you the time of having to edit each segment to prepare a DVD clip for the DVD clip database. For example, if you have an iWorship type DVD which contains 7 songs, you can select **Add/Update Predefined Clips** and each of the 7 songs will now appear in the DVD clip database, predefined and ready to play. Not all DVDs will support predefined clips.

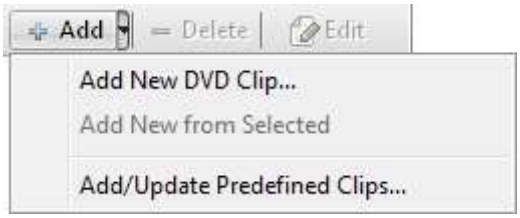
Notes

EasyWorship does not copy the electronic image of the DVD. It only creates a bookmark to a location on the DVD according to how you edited or saved that clip. You still must have the DVD inserted into the drive to play the clips.

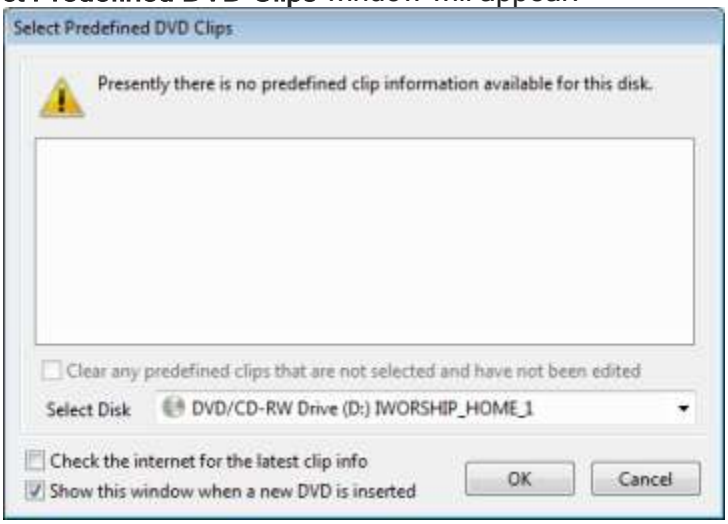
If the DVD has segments that have lyrics on lower, upper, or middle thirds, you can select these predefined clips in that format. This is also true for split tracks, click tracks and no lyric tracks. If the DVD has those segments, you can now save the same song in

different formats. **For example**, You may wish to save the song "Open the Eyes of My Heart" in upper thirds, lower thirds, and center. Or upper thirds click track, lower thirds split track. Then when you have a presentation, you can select the format predefined and ready for projection.

1. Insert a DVD into the DVD ROM drive.
2. Click on the **Media** tab.
3. Click on the **DVD** tab.
5. Click the drop down triangle on the **Add** button, then click **Add/Update Predefined clips.**



6. The **Select Predefined DVD Clips** window will appear.


Select Predefined DVD Clips
Presently there is no predefined clip information available for this disk.
Clear any predefined clips that are not selected and have not been edited
Select Disk
DVD/CD-RW Drive (D:) IWORSHIP_HOME_1
Check the internet for the latest clip info
Show this window when a new DVD is inserted
OK
Cancel

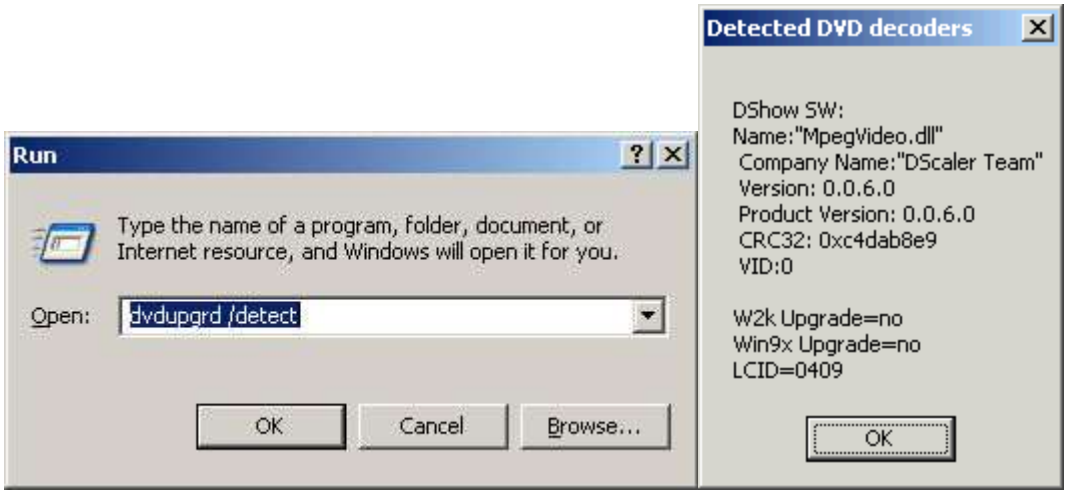
7. Check **Check the internet for the latest clip info** if you want EasyWorship to connect to the EasyWorship predefined clip site to check for new or updated DVD clips for this DVD.
8. Check **Show this window when a new DVD is inserted** to be prompted if there are any predefined clips for a DVD when it is inserted into the drive.
9. If predefined clips are available, they will appear in the window.
10. Check the boxes next to types of clips you wish to use.
11. Click **OK**.
12. Check **Clear any predefined clips that are not selected and have not been edited** to clear any predefined clips already loaded for that DVD. Clips that have not been edited and are not selected in this window will be cleared.
13. The selected predefined clips will now appear in the DVD clip database.

Notes
Predefined DVD clips can be edited by selecting the clip and click the edit button at the bottom of the DVD clip database. ***See:*** Creating & Managing DVD Clips

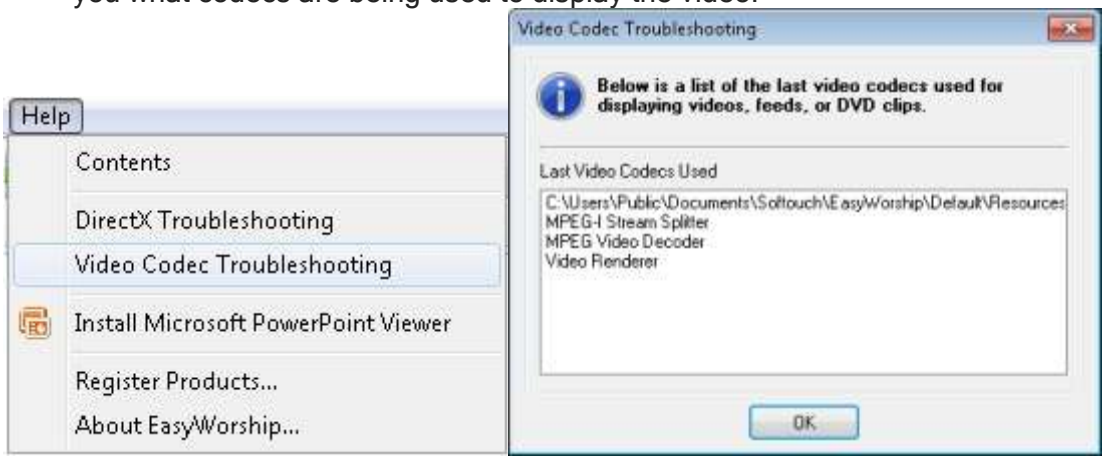
DVD Decoder Utilities

- **Microsoft Windows XP Video Decoder Checkup Utility** is a utility from Microsoft that will help you see and choose what **DVD MPEG2** decoder you have installed. Click Here to download the utility.

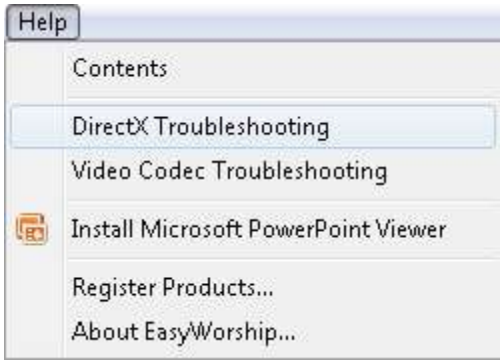
- You can also find out what codec Windows/EasyWorship is using by going to **Start->Run, type dvdupgrd /detect** and click **OK**. This will bring up a dialog stating the DVD codec information that is being used. This command only works for Windows 9x - XP.

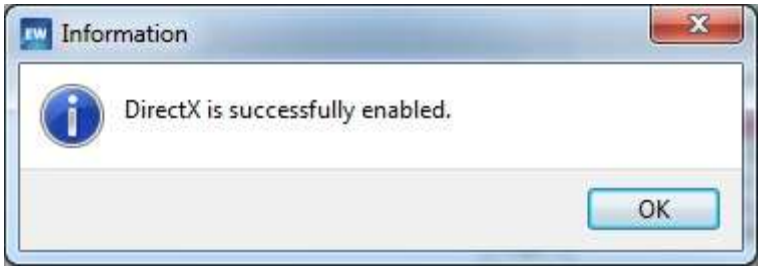


- Click on **Help**, **Video Codec Troubleshooting** inside EasyWorship. This will tell you what codecs are being used to display the video.



- In EasyWorship click **Help**, **DirectX troubleshooting**. This will verify that DirectX support is enabled. If it is not enabled, you will be prompted to enable it.





- Check out our Knowledge Base and Support Forum for the latest information.

* For more info about codecs ***See:*** Recommended DVD Decoders

Recommended DVD Decoders

Most problems with DVDs in EasyWorship are caused by a codec that is not compatible with EasyWorship. Below is a list of codecs that work and a list of known problematic codecs.

Decoders That Work:

Gabest
Installed with K-Lite Codec Pack
Click here to install the K-Lite Codec Pack.

DScaler
DScaler is an open source codec that works pretty well. It works on all computers except for systems with SoundBlaster Sound Cards. We have found that the audio will not work when using DScaler with some SoundBlaster cards. Here is the link to the DScaler MPEG decoder install. Download DScaler

PowerDVD SE
Try DScaler or Gabest first before buying a codec.
The PowerDVD codecs have been the most compatible for us. When DScaler does not work, we recommend this codec. The trial will not play audio on protected content. Get the trial from here Cyberlink
The **PowerDVD SE** plugin for Windows Media player has proven to work well for us and is the least expensive. and PowerDVD SE from here Vista | XP

Decoders That Do Not Work:

WinDVD
This decoder does not work. It will show up as InterVideo in your codec list.

Sonic/Roxio
This decoder does not work and may cause EasyWorship to lock up when trying to create a clip or play a clip.

OpenSource
This codec is distributed with another worship software and does not work well with EasyWorship. You may need to remove it before using videos in EasyWorship. It can be found going to **C:\windows\system32**. Renaming the file **osmpegviddec.ax** will resolve any problems caused by this codec.

See: DVD Decoder Utilities to find out what decoder is installed on your computer.

Troubleshooting DVD Issues

Issue: I can create a DVD Clip and play it in the preview window; but I only get a black screen when you Go Live with the clip.
Cause: An incompatible DVD Decoder or DirectX support is not enabled.
Resolution: Install a compatible DVD Decoder ***See:*** Recommended DVD & Mpg2 Decoders for a list of compatible DVD decoders.
You may also need to enable DirectX support by clicking on Help, DirectX troubleshooting.

Issue: You can create a DVD Clip and play it in the preview window, but EasyWorship locks up when you Go Live with the clip.
Cause: An incompatible DVD Decoder
Resolution: Install a compatible DVD Decoder. ***See:*** Recommended DVD & Mpg2 Decoders for a list of compatible DVD decoders.

Issue: DVD doesn't play in the clip editor window. The clip editor window displays the message "Please insert DVD into drive...".
Cause: No suitable DVD decoder was found to play the DVD. The disk you have in the drive is not a DVD.
Resolution: Install a compatible DVD Decoder. ***See:*** Recommended DVD & Mpg2 Decoders for a list of compatible DVD decoders. Try another DVD.

Issue: DVD plays on both monitors instead of just the live monitor.
Cause: Your Video Card settings are set to play the video on both monitors.
Resolution: Disable the full screen options on your Video Card. For most graphics cards, this setting is under the advanced area of your display settings.

Issue: I can create a DVD clip but after removing the disk from the drive and inserting it again, the clips I created don't work.
Cause: The DVD region hasn't been set on the DVD drive in the computer.
Resolution: Set the DVD region for the DVD drive in the computer. *See:* DVD Region

Feeds

Add a Feed to Backgrounds:
You can add a feed to the background palette and use it as a live background. The feed must be added to the Videos Resource area to appear in the Add area.

1. Click the **Media** tab.
2. Click the **Feeds** tab.
3. Right click a feed, then click **Add Feed to Backgrounds**.
4. The feed is now available in the background palette.

Tips

- Use the VJ feature for camera switching.
- Add camera feeds to backgrounds, use the background designer to make text appear on the lower third, then use the VJ feature to switch cameras behind text.

For more details on working with backgrounds, *See:* Using Backgrounds, Working With Backgrounds and Using Video Jockey Mode

Using Feeds

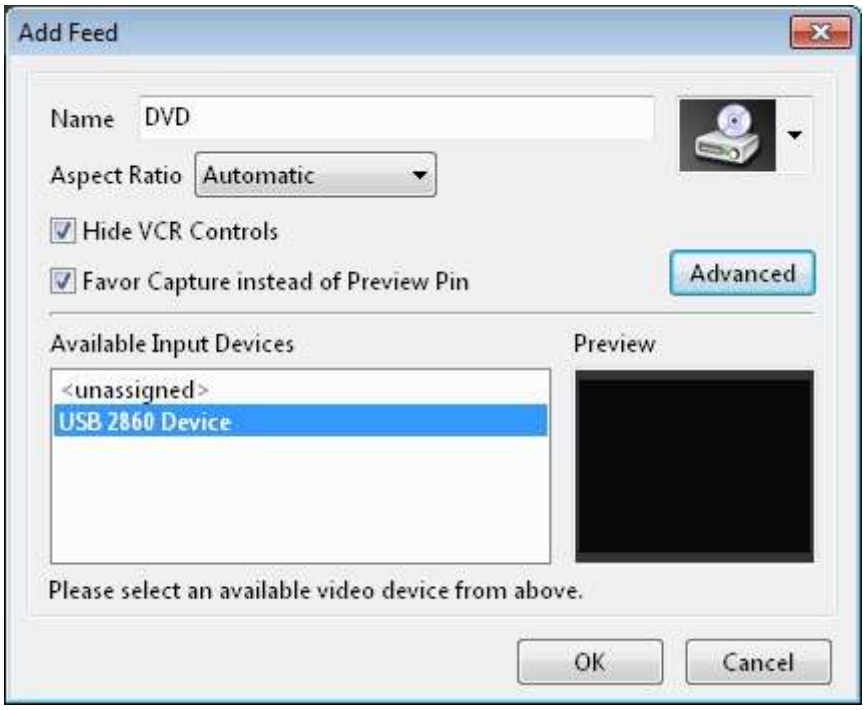
EasyWorship can project images from your computer through external devices (DVD, VHS, Camera(s), and Mixer) using a capture card. Most capture cards are *PCI* cards that are installed into PCI slots on the motherboard of your computer. Each capture card has its own input connections. Some are RCA (composite) jacks, some are S-video, and some are FireWire IEEE1392. It is important that you determine the type of interface cable desired before you order your capture card.

Notes
FireWire IEEE1392 has some latency that is noticeable. This option may not be desirable if your audience can see the source and output screen. Some capture cards do not work well with multiple cards of the same type. Please go to the System Requirements on www.easyworship.com for a list of suggested cards.

Adding a feed:

1. Open **EasyWorship**.
2. In the Resource area, click the **Media** tab.
3. Click the **Feeds** tab.

5. Click **Add**.
6. The **Add Feed** dialog box appears with the installed capture cards listed under Available Input Devices.



7. Click the capture card to which you want to connect the device.
8. Type a name for the device in the **Name** box.
9. Select the type of device from the **Device list**.
10. Click **Advanced**.
11. The **Advanced Feed Options** dialog box appears.

1. In the **Input Device** list, click whether you are connecting by **Composite or S-video**.
2. In the **Resolution** list, set the resolution to at least **320x240** or **640x480**.
3. Leave the **Frame Rate** at the default setting of **29.97**.
4. Leave the **Video Standard** at the default setting.
5. Leave the **Color/Compression** at the default setting.
6. Click **OK** to return to the **Add Feed** dialog box.

10. Click **OK** when you are done.

The added device appears in the Resource area. To add additional devices repeat steps 1-10.

Deleting Feeds:

1. In the Resource area, click the **Media** tab.
2. Click the **Feeds** tab.
3. Click the device that you want to delete.
4. Click **Delete**.
5. A message appears asking you if you want to permanently delete the feed.
6. Click **Yes** to delete the feed.

Editing Feeds:

1. In the Resource area, click the **Media** tab.
2. Click the **Feeds** tab.
3. Click the feed that you want to edit.
4. Click **Edit**.
5. Make the desired changes.
6. Click **OK**.
7.

Images

Using Images

Follow the instructions below to use the images tab.

Displaying Images:

1. Click the **Media** tab.
2. Click on the **Images** tab, then drag and drop the image to the **Schedule** Area.
3. Select the image in the **Schedule** area and click **Go Live** . You may also double click the image to make it go to the Live area.

Adding Images:
EasyWorship comes with images ready for you to use in your presentations. EasyWorship can import images that you have produced, or additional images you have purchased. Create your image using the appropriate software.

Notes
EasyWorship will display .bmp, .jpg, .wmf and .ico files. For the best results store all images in Your Profile/images folder. **See:** Locating Your Profile Data to find out how to located your images folder.

1. Click the **Media** tab.
2. Click the **Images** tab.
3. Click the **Add** button to access the **Add Images** dialog box.
4. Locate and highlight the image that you want to import.
5. Click **Open**.
6. The imported image appears in the Images area.

Right Click Features:
When you right click on a thumbnail in the Images resource area, you have the following options:

- **Add Images** - this is a shortcut to adding additional images you might have on a CD.
- **Delete Images** - deletes the image from the resource area. It will prompt you to delete it completely from the / Resources / Images folder.
- **Add Image to Schedule** - adds image to the schedule.
- **Add Image to Backgrounds** - allows you to add images to the Backgrounds palette directly from this view.

Drag and Drop Features:

- **Add to Schedule** - Drag and drop an image into the schedule from the Images tab.
- **Use as Background** - Drag an image onto a song in the schedule to assign that image to a song as a background.
- **Add a New Image** - Drag and Drop images from any folder in Windows to the images area. EasyWorship will then add a shortcut to that image into your images tab.

Videos

Using Videos

EasyWorship can play any video format that Window Media Player supports.
See:Codecs Explained

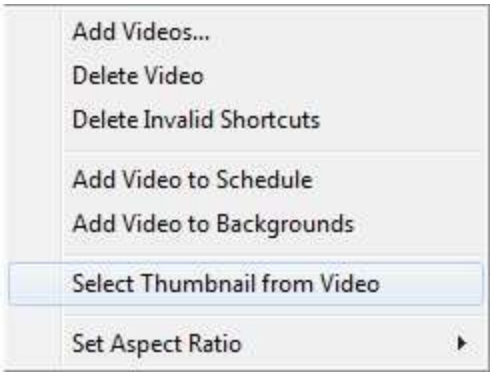
Playing Videos:

1. In the Resource area, click the **Media** tab.
2. Click the **Video** tab.
5. Drag and drop the video thumbnail to the Schedule area

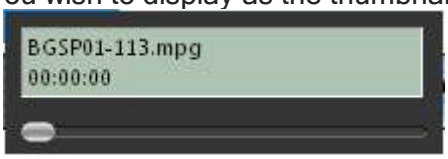
6. Highlight that video and click the **Go Live** button.

Adding Videos:
EasyWorship comes with videos ready for you to use in your presentations. EasyWorship can import videos that you have produced, or additional videos you have purchased. Create your video using the appropriate software.

1. Click the **Media** tab.
2. Click the **Videos** tab.
3. Click the **Add** button to access the **Add Videos** dialog box.
4. Locate and highlight the video that you want to import.
5. Click **Open**.
6. After the video is added to the videos area you may **right click** on it and click **select thumbnail**.



7. Scroll to the frame you wish to display as the thumbnail in your videos palette.



8. Click away from the select thumbnail box to set the thumbnail.

Deleting Videos:
In the Resource area:

1. Click the **Media** tab.
2. **Right Click** the video that you want to delete.
3. Click **Delete**.
4. A message appears asking if you want to permanently delete the video.
4. Click **Yes** to delete the video.

Right Click Features:
When you right click on a thumbnail in the Videos resource area, you now have the following options:

- **Add Videos** - this is a shortcut to adding additional videos you might have on a CD.
- **Delete the Video** - deletes the video from the resource area. It will prompt you to delete it completely from *Your Profile*/ Resources/Videos folder. ***See:*** *Locating Your Profile Data*
- **Add Video to Schedule** - adds video to the schedule.

- **Add Video to Backgrounds** - allows you to add this video to the Backgrounds palette from this view.
- **Select Thumbnail from Video** - allows you to preview the video and set the thumbnail for that video.

Drag and Drop Features:

- **Add to Schedule** - Drag and drop a video into the schedule from the Images tab.
- **Use as Background** - Drag a video onto a song in the schedule to assign that image to a song as a background.
- **Add a New Video** - Drag and Drop a video from any folder in Windows to the images area. EasyWorship will then add a shortcut to that video into your images tab.

Notes

- When displaying a video the video does not appear in the Live Output area because it takes excessive amounts of memory to display the video clip in the Preview and Output areas simultaneously.
- EasyWorship will play files supported by Windows Media Player and some Quicktime® files if the K-Lite codec pack is loaded on the computer.
- FLV Flash files can now be played with the K-Lite codec pack loaded on the computer.
- The path where you want to store your videos is: Your Profile/Resources/ Videos At this point you may wish to create sub folders to better categorize your collection. ***See:*** How Can I Organize Images and Videos? ***See:*** *Locating Your Profile Data*.
- You can also copy and paste to add new videos into Your Profile\Resources\Videos.

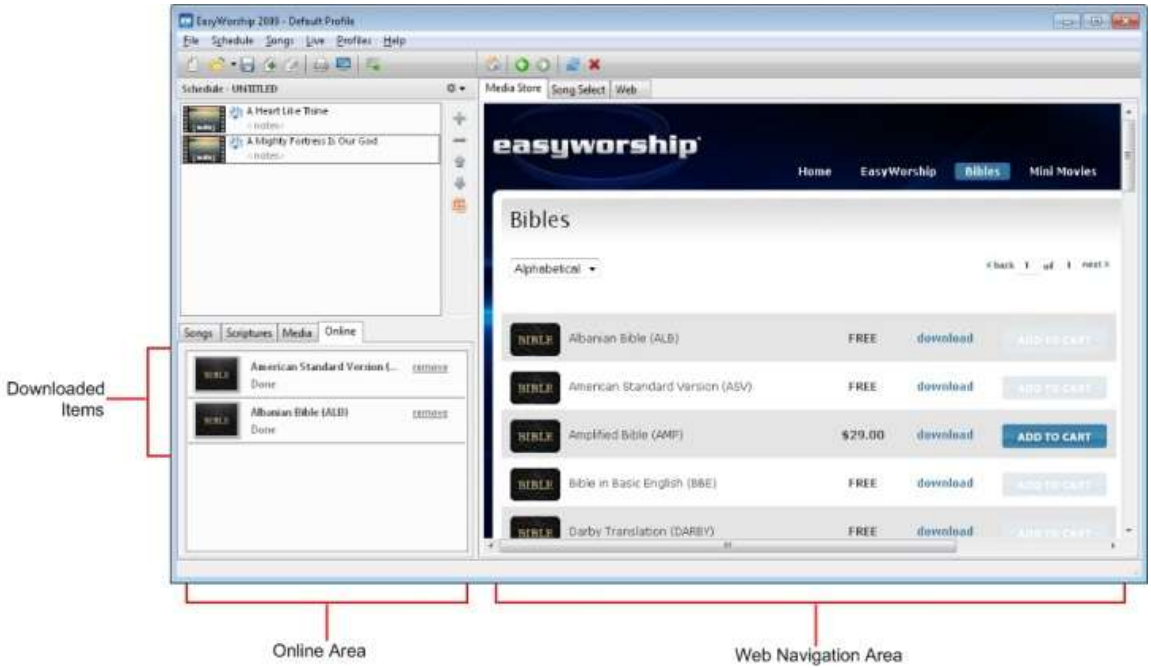
See: How do Videos, Images & Backgrounds Work? and Codecs Explained under media if you are having problems with videos.

Online

Online Content

EasyWorship allows you to schedule online content to be displayed during a presentation. Clicking the Online tab in the resource area unlocks EasyWorship's online options. When clicking the Online tab, you will notice that the Preview and Live columns are now replaced with a web browser with three tabs at the top left. The Media Store Tab allows you to purchase and download media and bibles directly to EasyWorship. The SongSelect Tab allows you to import lyrics via the SongSelect lyric service. This allows you to keep the SongSelect open and available at all times for quick access. The Web Tab allows you to add web sites to the schedule to be displayed during a presentation. The Web tab also allows you to schedule flash content.

See: Media Store Tab, SongSelect Tab, and Web Tab for more information.



Media Store Tab

Using the media store built into EasyWorship will help simplify the process of purchasing and adding media to EasyWorship. Using the media store allows you to purchase, download and display media quickly.

Using the Media Store Tab:

1. Click the **Online** tab in the resource area.
2. Click the **Media Store** tab at the top left of the web browser area to the right.
3. Browse the media store, and add videos, images or bibles to your cart.
4. After you check out, links will be provided to download the items you have purchased.
5. Click the links to start the download process.

6. During the download process, the items will appear in the Online tab as Store Downloads with the progress shown underneath.
7. The videos and images will automatically appear in their respective tabs under the Media tab.
8. Bibles will install automatically. Free bibles will appear immediately in the Scriptures tab. Purchased bibles require you to enter the new serial number you received via email. ***See:*** Installing Bible Text Using the Media Store

SongSelect Tab

See: Importing Songs from SongSelect

Web Tab

Using the Web Tab:

1. Click the **Online** tab.
2. Click the **Web** tab at the top left of the web browser area to the right.
3. Type the web address into the address bar and press enter.
4. Click the Schedule button to add that web page to the schedule.

Playing YouTube Content:

1. Click the **Online** tab.
2. Click the **Web** tab at the top left of the web browser area to the right.
3. Enter www.youtube.com into the address bar and press enter.
4. Click the video you want to play.
5. When the video appears click the **Schedule** button.
6. The following prompt will appear, "Would you like EasyWorship to automatically display this video full screen when you go live?"
   If this prompt doesn't appear, the full screen option is not available for this video.
7. Click **Yes** or **No**.

Playing Flash Content:

1. Click the **Online** tab.
2. Click the **Web** tab at the top left of the web browser area to the right.
3. Type in the address to the flash content and press enter.
4. Click the **Schedule** button.

Playing Flash Content From the Hard Drive:

1. Click the **Online** tab.
2. Click the **Web** tab at the top left of the web browser area to the right.
3. Type in **C:** in the address bar at the top.
4. Press **Enter**
5. Browse to the folder containing the swf or html file.
6. Type the name of the swf or html file in at the end of the path.
   Example: C:\FlashFiles\RubberChickenDance\RCD.swf or C:\FlashFiles\RubberChickenDance\index.html
7. Press **Enter**.
8. Click the **Schedule** button.

Backgrounds

Adding Backgrounds

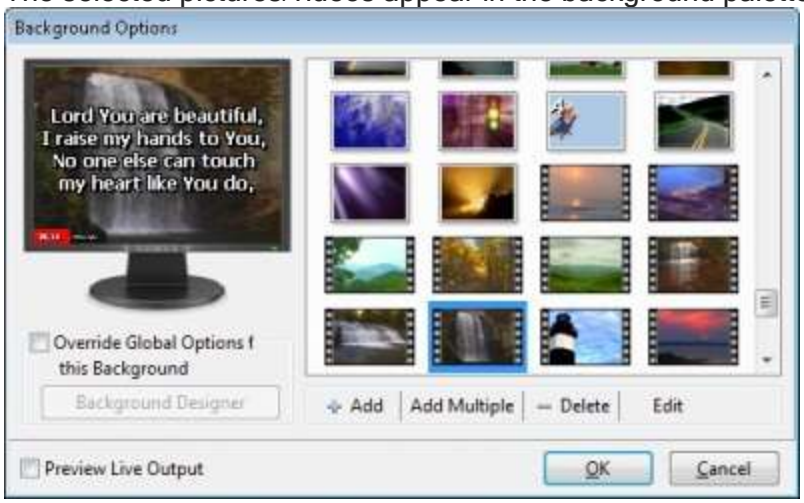
Adding Backgrounds

EasyWorship allows you to choose backgrounds for your songs and scriptures. Backgrounds can be gradients, colors, pictures, videos, or live feeds. You can also customize your backgrounds using the Background Designer. EasyWorship comes standard with backgrounds, but you may wish to add others also. The Options button in the Background Options dialog box allows you to add, remove, modify, and customize backgrounds.

Adding multiple backgrounds to the background palette:

1. Click the **Background** button.
2. Click **Options**.
3. Click **Add Multiple**.
4. Browse to and select the videos or images to be added.
5. Click **Open**.

The selected pictures/videos appear in the background palette.



Adding a single background to the background palette:

1. Click the **Background** button.
2. Click **Options**.
3. Click **Add**.

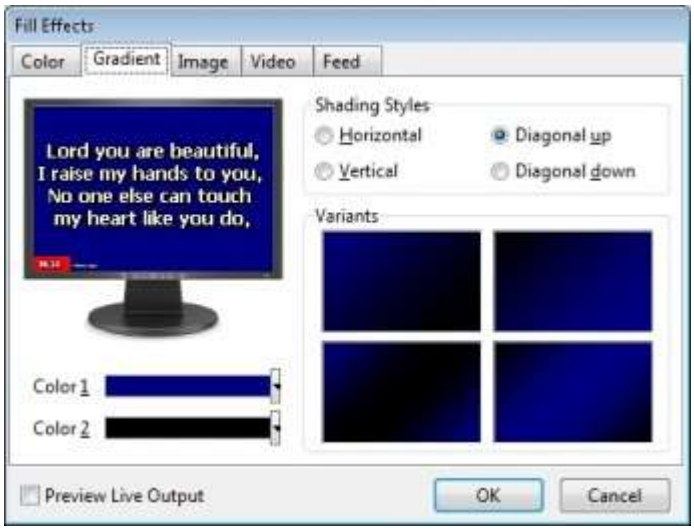
The Fill Effects dialog box appears with five tabs

Adding a color background:

1. Click the **Color** tab to choose a color from the color palette, or click Custom Color to select a solid color background.
2. Click **OK** to add that color to the background palette.

Adding a gradient background:

1. Click the **Gradient** tab to choose the desired color from the Color 1 and Color 2 lists.
2. Click the desired **Shading Style**. The Variants boxes allows for previewing the gradient.
3. Click the desired **Variant** and click **OK.**



Adding an Image background:

1. Click the **Picture**
2. Click **Browse** to add an image background.
3. Browse to the image to be added.
4. Select the image file.
5. Click **Open.**
6. The selected picture appears with its path displayed below it.
7. The image can be tiled by clicking Tile Image.

Adding a Video background:

1. Click the **Video** tab to add a video background.
2. Click the **Browse** button.
3. Browse to the video to be added.
4. Select the video file.
5. Click **Open**.
6. Use the video controls in the Video tab to preview the video.
7. Use the **Set Thumbnail** button to set a different thumbnail for the video.
8. Click **OK**.

Adding a Feed background:

1. Click the **Feed** tab to add a feed background.
2. Select a feed.
3. Click **OK**.

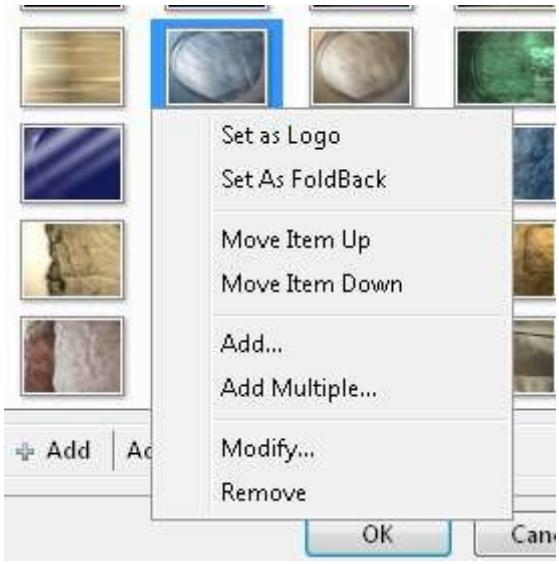
See: Working with Feeds for more information about using feeds as backgrounds.

Removing a background:

1. Click on the **Background** button.
2. Click on **Options**.
3. Select the background to be removed.
4. Click the **Delete** button.
5. Click the **Yes** button to remove the background

Right Click Features:

- Assign a background to the Logo button by selecting **Set as Logo**.
- Set background for Foldback screen by selecting **Set as Foldback**
- Move a background up and down in the background palette by selecting **Move Item Up** or **Down**.
- Add a single background to the background palette by selecting **Add...**
- Add a single background to the background palette by selecting **Add Multiple...**
- Modify a background by selecting **Modify...**
- Remove a background by selecting **Remove**.
- Right clicking a thumbnail in the Videos, Images or Feeds resource area displays a menu to: **Add a Video, Image or Feeds to Backgrounds** - allows you to add this video to the Background palette from this view.



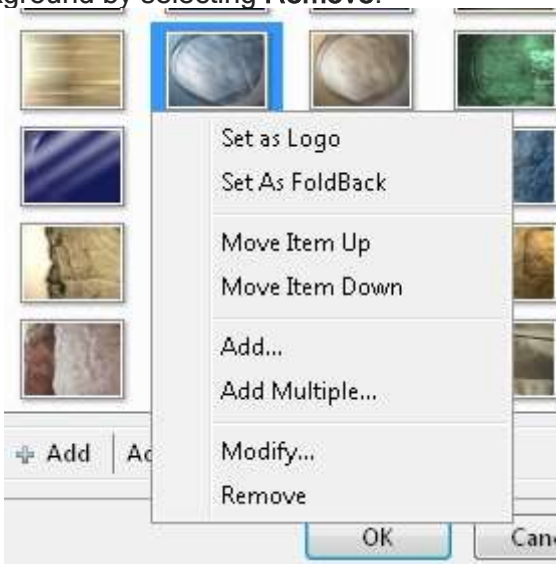
Background Options

The Options button in the Background Options dialog box allows you to add, remove, modify, and customize backgrounds.

See: Adding Backgrounds, Using the Background Designer and Modifying Backgrounds

Right Click Features:

- Assign a background to the Logo button by selecting **Set as Logo**.
- Move a background up and down in the background palette by selecting **Move Item Up** or **Down**.
- Add a single background to the background palette by selecting **Add...**
- Add a single background to the background palette by selecting **Add Multiple...**
- Modify a background by selecting **Modify...**
- Remove a background by selecting **Remove**.



Modifying Backgrounds

Modifying a background:

1. Click on the **Background** button.
2. Click on **Options.**
3. Select the background to be modified.
4. Click **Modify** to access the **Fill Effects** dialog box.

    - Set a different frame in a video clip for the thumbnail, using the slider ball under the video window and the **Set Thumbnail** button.

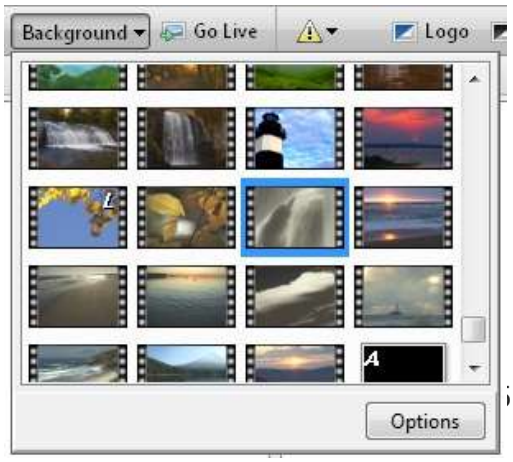
- For picture backgrounds, select **Tile Picture** to tile that background picture when it is displayed.

Using Backgrounds

If a schedule item has the word **Auto** on it, a background **has not** been assigned to that song. That song is using the last background selected under the **Background** button in the **Preview** area.

Setting a global background:

1. Click the background button at the top of the preview window.
2. Click on the background to be used on all songs that don't have a background assigned to them.



Assign a Background to a Song:
Drag and Drop:

1. Click the **Background** button at the top of the preview window.
2. Drag and drop the background onto a song in the schedule.
   (This does not update the database.)

In the Song Editor:

1. Create a New Song or Right click on a song in the database or schedule and select edit song.
2. In the Song editor window click on the **Background** button.
3. Select the background to be assigned to that song.
4. Click the **OK** button.

Using a background that is not in the backgrounds list:

1. Click **Fill Effects**.
2. Select the tab for the type of background you want to use.
3. If you are not using a Color or Gradient, Click the **Browse Button** at the bottom right.
4. Browse to the file or feed you wish to use
5. Select the file or feed and click open
6. Click **OK**. The background will now be saved to the song in the song resource area. You can also click the Automatic button to choose the default background for all songs to be applied to this song as well. No background will be saved to the song when choosing Automatic. ***See:*** Adding Backgrounds
7. You can also use Text Box Resizing here in this editor.
   - Click on the picture in the editor widow. Resizing buttons will appear.
   - Set the size and location of the text box and save to the song.

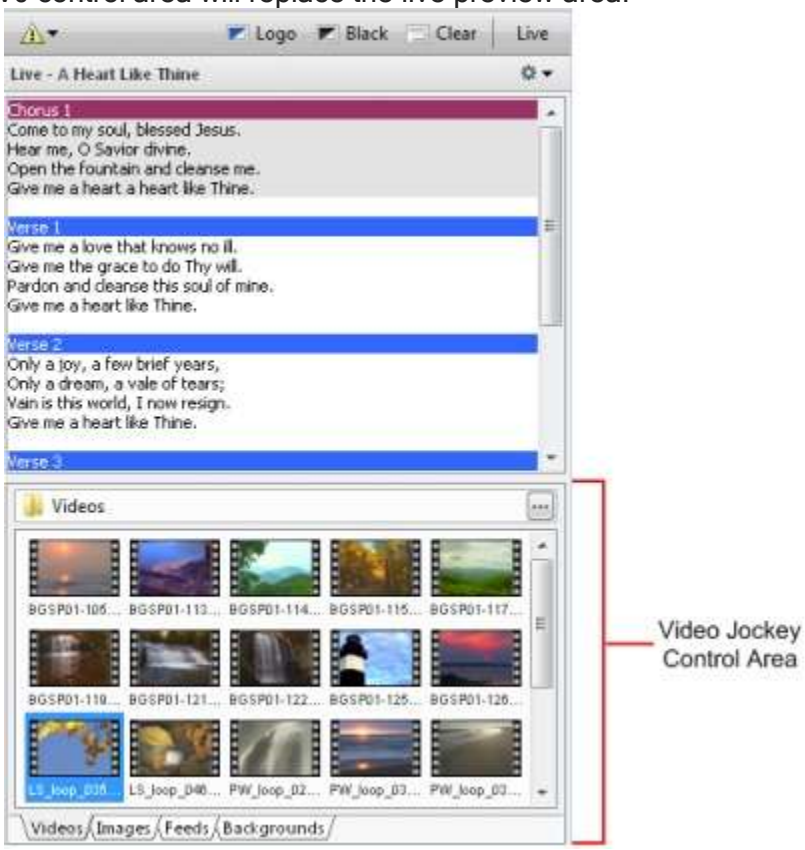
See: *Text Box Resizing in the Editor Window*

Using Video Jockey (VJ) Mode

Video Jock or VJ is a feature that gives you access to Media and Backgrounds at your fingertips. When clicking media or backgrounds in the VJ Control Area, the live background will change on the fly as you click. Follow the steps below to enable and use VJ.

1. Click the down arrow at the top right of the Live area.
2. Select Video Jockey Mode from the list.

3. The VJ control area will replace the live preview area.



4. Click on any Video, Image, Feed or Background.
5. The background on the output screen will change on the fly as you click.

Using the Background Designer

EasyWorship allows for image and video backgrounds to be altered. Backgrounds that are Altered using the Background Designer appear in the background palette with an "***A***" in the upper left corner.

Before altering an image or video background, create a duplicate so that there will be a copy of the original in the background palette.

To add a duplicate picture or video:
See: Adding Backgrounds

Accessing the Background Designer:

1. In the **Background Options** window, click the background that you want to customize.
2. Select the **Override Global Options for this Background** check box.
3. Click the **Background Designer** button.

4. The Background Designer dialog box appears
5.

Moving and resizing the Text Box:

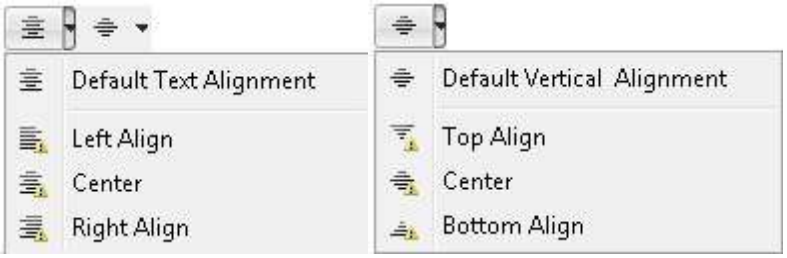
1. Click on the picture.
2. Resizing handles appear in all corners and in the center of each side of the text box.
3. Resize the frame using the resizing handles.
4. Click and drag the text box to the desired location.
5. Click OK when all changes are complete.

Using the Formatting Toolbar:

1. Click the **Font Name** drop down box to select the font to be used.
2. Change the Font size percentage using the up and down arrows

.
3. Use the **B** and **I** buttons to turn on **B**old and **I**talics.
4. Use the **S** and **O** buttons to turn on **S**hadow and **O**utlining.
5. Click the arrow next to **A**, **S**, and **O** buttons to select the Font, Outline and Shadow color.
6. Click the button to change the **fill effects**.

7. Click the text alignment buttons on the toolbar to change the vertical and horizontal alignment of the text.



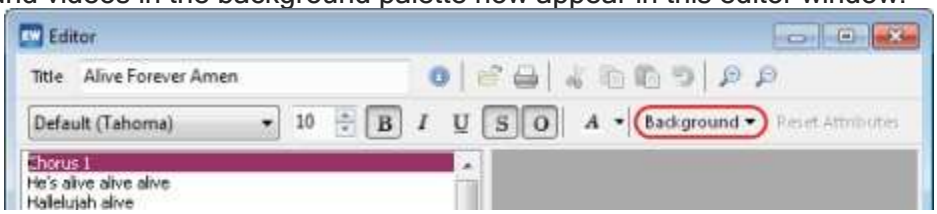
Right Click Features:

1. Right click the text box.
2. Click on **Reset Text Margins** to reset the text box location and size back to default.

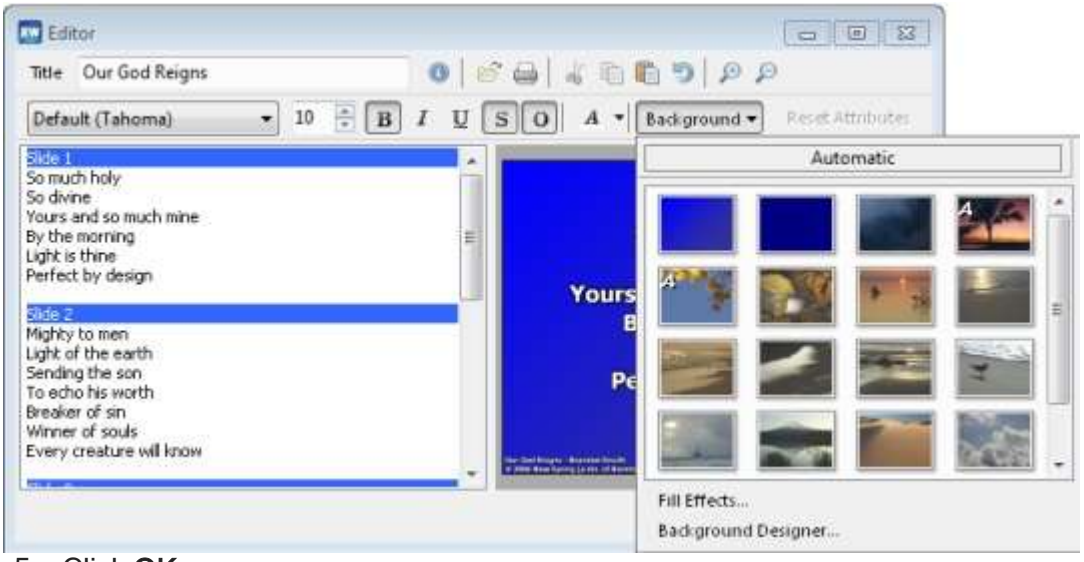
Attach A Background To A Song

You can save a background so that it appears with the song each time you select the song from the database. When you add that song to the schedule, the background will stay attached to the song.

1. Click on a Song in the Songs resource area.
2. Right click and choose **Edit Song**.
3. The Edit Song window appears. Click on the Backgrounds button. The images and videos in the background palette now appear in this editor window.



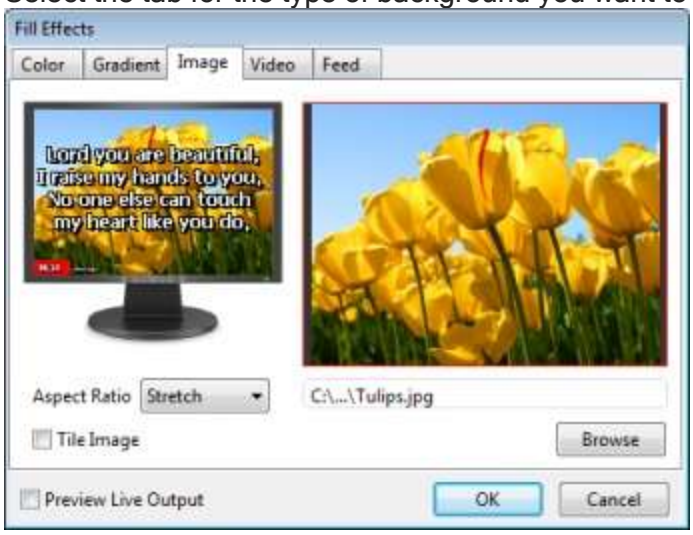
4. Select the background of choice.



5. Click **OK**.

Using a background that is not listed in your backgrounds list:

1. In the song editor click the background button.
2. Click on **Fill Effects**.
3. Select the tab for the type of background you want to use.



4. Click the **Select** Button at the bottom right.
5. Browse to the file you wish to use.
6. Select the file and click **Open**.
7. After selecting background and **OK**. The background will now be saved to the song in the song resource area. You can also click the **Automatic** button to choose the default background for all songs to be applied to this song as well. Actually, no background will be saved to the song when choosing Automatic.

PowerPoint

Using PowerPoint 2007 Files

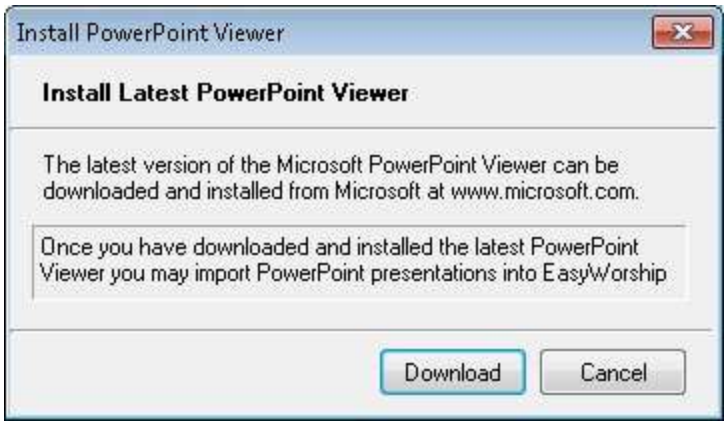
Requirements for Using PowerPoint 2007 files:

- Windows 2000 SP4 or later, Windows XP SP1 or later, Windows Server 2003 or Windows Vista.
- Microsoft PowerPoint 2003 with the Office 2007 compatibility pack installed, Microsoft PowerPoint 2007 Viewer or Microsoft PowerPoint 2007.

Notes
Windows 98 and ME users will not be able to use PowerPoint 2007 files. Microsoft PowerPoint 2003, Microsoft PowerPoint 2007 Viewer, Microsoft PowerPoint 2007 cannot be installed on Windows 9X and ME versions.

Installing PowerPoint Viewer 2007:

Upon the first attempt to use a PowerPoint 2007, EasyWorship will prompt you to download PowerPoint Viewer 2007 onto your computer. This will only occur if you do not have Microsoft PowerPoint 2007 Viewer or Microsoft PowerPoint 2007 installed. Do not install PowerPoint 2007 viewer if you already have PowerPoint 2007 installed on the computer.


Install PowerPoint Viewer
Install Latest PowerPoint Viewer
The latest version of the Microsoft PowerPoint Viewer can be downloaded and installed from Microsoft at www.microsoft.com.
Once you have downloaded and installed the latest PowerPoint Viewer you may import PowerPoint presentations into EasyWorship
Download
Cancel

1. Click the Download button.
2. Click the Download Button on the web page that appears.
3. Click **Save** on the window that appears.
4. Browse to your desktop and click Save.
5. After the file has downloaded. Open the file and follow the Wizard to install PowerPoint Viewer 2007.

Notes
You may also start the download of the PowerPoint Viewer by clicking on Help, Install Microsoft PowerPoint Viewer.

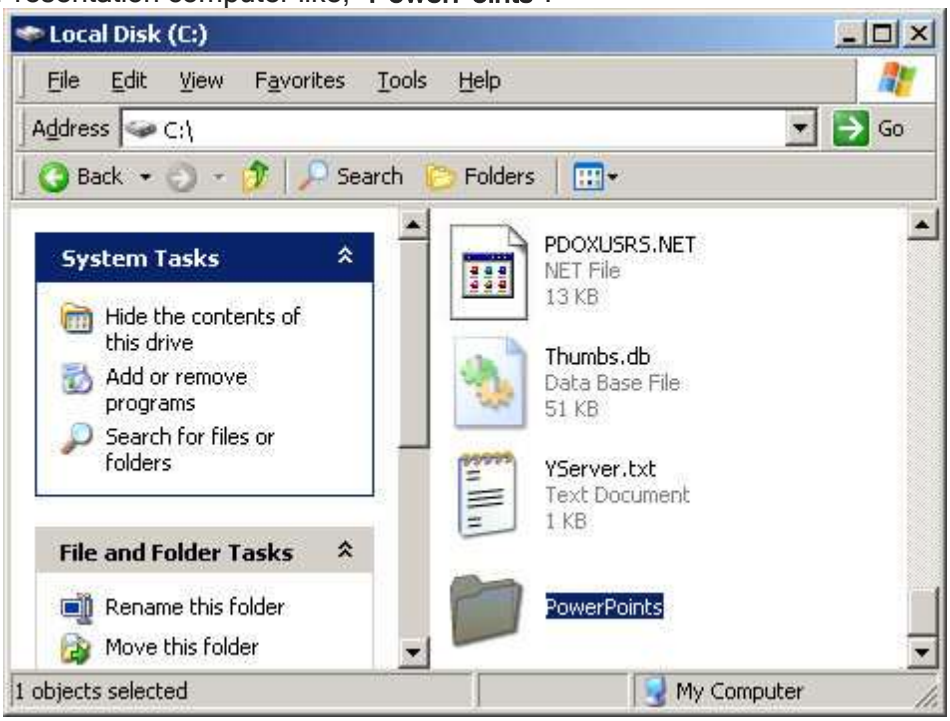
Using PowerPoint Files With Audio & Video

EasyWorship allows you to use PowerPoint Files with Audio and Video in the slide show. The following information will help you make sure these files will always work when you use them in EasyWorship.

Method 1: All Versions of PowerPoint
Create the PowerPoint slide show on the Presentation computer.
This will make sure that PowerPoint can find all of the media files it needs to access, when EasyWorship displays it.

Method 2: All Versions of PowerPoint
Making changes to your file organization structures can also help make sure audio and video always works in your PowerPoint slide shows.

1. Create a folder on the root of your C: drive on your computer and the Presentation computer like, "**PowerPoints**".



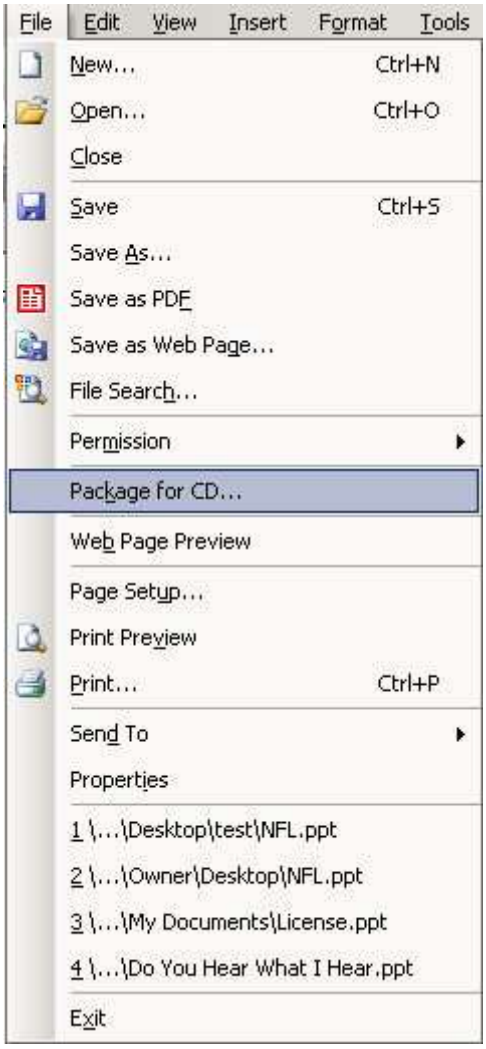
2. Inside that folder, create another folder called audio.

3. Copy the audio files you want to use for your presentation into the **audio** folder.
4. Add the audio files to your PowerPoint slide show.
5. Save the slide show in the PowerPoints folder. **C:\PowerPoints**
6. Copy the PowerPoint and audio files from **C:\PowerPoints** to a CD or Memory Stick.
7. At the Presentation computer, copy the files into the same location on that hard drive. Copy the PowerPoint file to **C:\PowerPoints** and Audio files to **C:\PowerPoints\audio**.
8. Add the PowerPoint slide show to your schedule. ***See:*** Using PowerPoint Files

Notes
The audio folder is not necessary, but helps keep the files tidy.

Method 3: PowerPoint 2003
With PowerPoint 2003 you can use the **Package for CD...** feature.

1. Create the PowerPoint slide show.
2. Click on **File**
3. Click **Package for CD...**



4. Click **Copy To folder...**

Package for CD
Copy presentations to a CD that will play on computers running Microsoft Windows 98 Second Edition or later, even without PowerPoint.
Name the CD: PresentationCD
Files to be copied:
Presentation3.ppt
Add Files...
Linked files and the PowerPoint Viewer are included by default. To change this, click Options.
Options...
Copy to Folder...
Copy to CD
Close

5. Under **Folder name:** Type the name of the folder.
6. Click the **Browse** button.
7. Browse to the folder you want to save the slide show in.
8. Click **Select**.

7. Click **OK**.
8. Click **Close**.
9. You can now transfer the folder with the presentation and audio files in it to your Presentation Computer.
10. Add the PowerPoint to your schedule. ***See:*** Using PowerPoint Files
11. Disable the option to use **PowerPoint application instead of viewer**. ***See:*** Use PowerPoint application instead of Viewer for info on how to make that change. (You should only have to make this setting change once)

Using PowerPoint Files

Microsoft PowerPoint files can easily be integrated into the schedule. Follow the instructions below to add a PowerPoint slide show to the schedule.

EasyWorship can project a PowerPoint slide show and allow changes to be made the schedule without interrupting the slide show. PowerPoint slide shows can be easily navigated by clicking on the slide you wish to project in the Live area. Slide shows with automatic timings and transitions may also be used.

If Microsoft PowerPoint is not installed on the computer, EasyWorship will use PowerPoint viewer 2003 to display the slide show. If PowerPoint 2007 files are used, PowerPoint 2007 or PowerPoint Viewer 2007 must be installed on the computer. ***See:*** PowerPoint 2007

To add a PowerPoint file to your presentation:

1. In the Schedule area, click on the PowerPoint icon
2. The Add PowerPoint Presentation dialog box appears.
2. Locate and select the desired PowerPoint file.
3. Click **Open**.
4. The Importing PowerPoint Slides dialog box appears showing the progress.
5. Once the slide show is imported, it will appear in the Schedule area.
6. Clicking **GoLive** sends it to the LIVE Output area

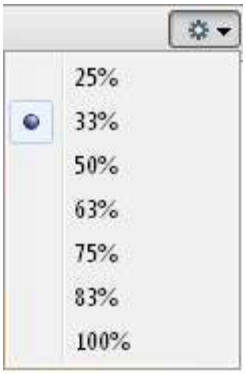
Notes

You can save the Schedule and use it to copy or move the PowerPoint file. **See:** *Transferring Songs Images and Videos via the Schedule*

EasyWorship packs the PowerPoint file into the schedule. When the schedule is opened it will use the original file from the hard drive if it is available. If the original file isn't available it uses the packed PowerPoint in the Schedule. ***See:*** Check schedule for Changes for the options available when opening a schedule with a PowerPoint file in it.

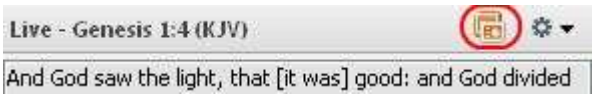
Thumbnail Sizing:

1. Click the drop-down arrow at the top right of the Preview area or the Live area to change the size of the slides in that area.
2. Click the **Go Live** button to automatically display the slides to the congregation; or double-click a particular slide to display it to the congregation.



Jump In and Out of PowerPoint:

1. While displaying a PowerPoint presentation, click on the Scriptures Tab in the Resource area
2. Find a scripture, press **ENTER** or click **Go Live**. The scripture is immediately projected . Then, a PowerPoint button appears at the top of the **LIVE** area.
3. Click the PowerPoint button, the PowerPoint presentation projects again at the same place you exited to project the scripture.



This is a great resource for jumping in and out of a .PPT presentation and keeping up with a sermon. For more information ***See:*** Building and Running an EasyWorship Schedule.

Notes

The slides and files designed in PowerPoint are displayed in EasyWorship exactly as they were designed in PowerPoint. In addition, the animations, sounds and timings created in PowerPoint work in EasyWorship. EasyWorship has the ability to update the slide show in the schedule from the original. If a change is made to a PowerPoint file

and saved while EasyWorship is open, EasyWorship will update the PowerPoint automatically when it is selected in the schedule. It can also update the PowerPoint file from check for changes ***See:*** *Check schedule for Changes*.

Notes
If your PowerPoint slide presentation has timings or animations, it will run the transitions automatically. Clicking **Black** or **Logo** while an automatic slide is running pauses the presentation until you un-black or logo the screen.
See:*PowerPoint Troubleshooting under troubleshooting if you are having problems with PowerPoint files in EasyWorship.*

Alerts

How Do I Delete Messages From the Message Alert List?

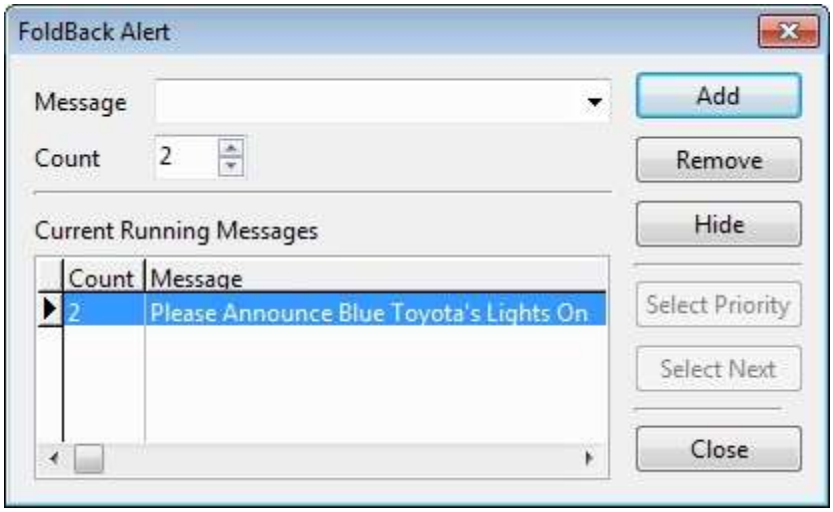
In the Message Alert window:

1. Click on the **Message** drop down box.
2. Use the arrow keys on your keyboard to select the message you want to remove.
3. Press the **delete** key on your keyboard.

Using Foldback Alert

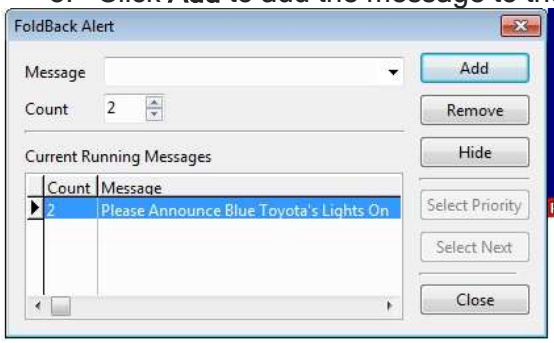
EasyWorship allows you to display messages to the congregation. You can add, remove, hide, and scroll messages. You can also set a priority message, and control the order in which messages are displayed.

1. Click the **Alerts** icon on the Live toolbar, the **Foldback Alert** or press **CTRL+F**.
2. The Foldback Alert dialog box appears.



Adding a message:

1. In the **Message** box, type or select the message that you want to display.
2. In the **Count** box, type or select the number of times that you want to display the message.
3. Click **Add** to add the message to the Current Running Messages list.



10:19 AM
Verse 2
Only a joy, a few brief years,
Only a dream, a vale of tears;
Vain is this world, I now resign.
Give me a heart like Thine.
Please Announce Blue Toyota's Lights

Foldback Screen

Front of House Screen

- The messages in the Current Running Messages list are displayed to the congregation in the order that they appear in the list.
- The Arrow to the left of the Count column indicates which message is currently being displayed.
- The Count column shows a "count down" of the messages as they are displayed.
- If you do not want the messages displayed to the congregation, click Hide.
- To display the messages again, click Show.

Removing a message:

1. In the Current Running Messages list, click the message that you want to remove.
2. Click **Remove**.

Select a priority message:

1. In the Current Running Messages list, click the message that you want to display first.
2. Click **Select Priority**.

- You can also manually control the order of the messages as they are being displayed to the congregation using the Display Next command.

Select the next message:

1. In the Current Running Messages list, click the message that you want to display next.
2. Click **Display Next**.

Changing the Foldback Alert options:

1. On the **Live** menu click **Display Foldback Options**.
2. Then click **Alerts and Time**.
- For more info, ***See:*** Alerts and Time in the Display Foldback Options section.

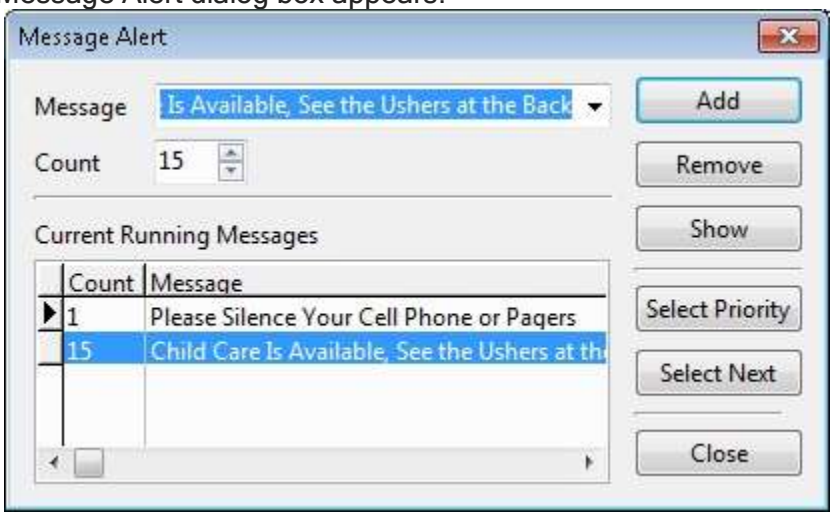
Deleting a message from the Message drop down list:

1. Click the drop down list to show the list of messages already entered.
2. Use the arrow keys on the keyboard to select the message you want to delete.
3. Press the delete key on the keyboard.

Using Message Alert

EasyWorship allows you to display messages to the congregation. You can add, remove, hide, and scroll messages. You can also set a priority message, and control the order in which messages are displayed.

1. Click the **Alerts** icon on the Live toolbar, then **Message Alert** or press **CTRL+M**.
2. The Message Alert dialog box appears.



Adding a message:

1. In the **Message** box, type or select the message that you want to display.
2. In the **Count** box, type or select the number of times that you want to display the message.
3. Click **Add** to add the message to the Current Running Messages list.

- The messages in the Current Running Messages list are displayed to the congregation in the order that they appear in the list.
- The Arrow to the left of the Count column indicates which message is currently being displayed.
- The Count column shows a "count down" of the messages as they are displayed.
- If you do not want the messages displayed to the congregation, click Hide.
- To display the messages again, click Show.

Removing a message:

1. In the Current Running Messages list, click the message that you want to remove.
2. Click **Remove**.

Select a priority message:

1. In the Current Running Messages list, click the message that you want to display first.
2. Click **Select Priority**.

- You can also manually control the order of the messages as they are being displayed to the congregation using the Display Next command.

To select the next message:

1. In the Current Running Messages list, click the message that you want to display next.
2. Click **Display Next**.

Changing the message alert options:

1. On the **Live** menu click Options
2. then click the **Message Alert** tab.

- For more options, ***See:*** Alerts in the EasyWorship Options and Settings section.

Deleting a message from the Message drop down list:

1. Click the drop down list to show the list of messages already entered.
2. Use the arrow keys on the keyboard to select the message you want to delete.
3. Press the delete key on the keyboard.

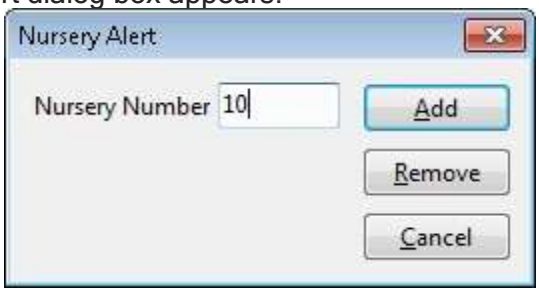
Using Nursery Alert

EasyWorship allows you to quickly display a number, or set of numbers, which you have assigned to each child in the nursery. You can alert the parents in the congregation by

displaying their child's number in one of the corners of the screen. This lets a parent know when they are needed in the nursery.

Add or Remove a nursery alert:

1. Click the **Alerts** icon on the Live toolbar, then **Nursery Alert** or press **CTRL+N**.
2. The Nursery Alert dialog box appears.



3. Enter the parent number or name in the **Nursery Number** box.
4. Click **Add** to display the nursery alert.

- Click Remove to take the number off the display.

5. You can type multiple numbers or names separated with a space. Using a comma separator works, however when removing then message from the screen you have to click remove for each number or name.

Notes
To change the nursery alert options, on the **Live** menu, click **Options**, and then click **Alerts.** For more details, **See:** Alerts in the EasyWorship Options and Settings section.

Profiles

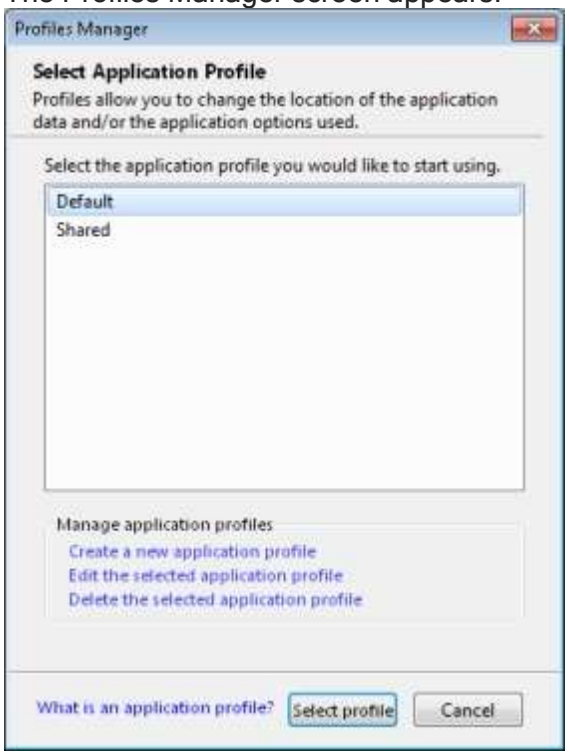
Creating Profiles

EasyWorship will create a default profile automatically when it is installed. If another set of data or settings is desired, creating a new profile can accommodate this need.

Creating a New Profile:

1. Open EasyWorship
2. Click on the **Profiles menu**.
3. Click on **Profiles Manager.**

4. The Profiles Manager screen appears.


Profiles Manager
Select Application Profile
Profiles allow you to change the location of the application data and/or the application options used.
Select the application profile you would like to start using.
Default
Shared
Manage application profiles
Create a new application profile
Edit the selected application profile
Delete the selected application profile
What is an application profile?
Select profile
Cancel

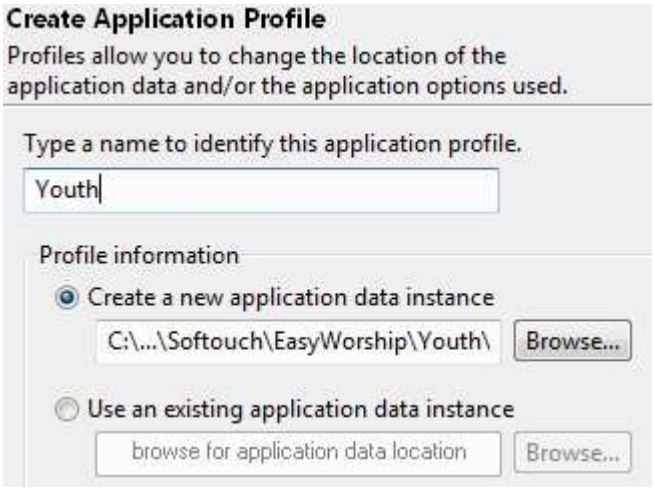
5. Click on **Create a new application Profile** under Manage application profiles.

Manage application profiles
Create a new application profile
Edit the selected application profile
Delete the selected application profile

6. Type the name of the profile in the **Profile Name** area. **For Example:** Youth, Pastor, Contemporary...

Profile Information:

7. Under **Create a new application data instance** the default path for the profile data will be displayed. Click **Browse** to select a different location.


Create Application Profile
Profiles allow you to change the location of the application data and/or the application options used.
Type a name to identify this application profile.
Youth
Profile information
Create a new application data instance
C:\...\Softouch\EasyWorship\Youth\
Browse...
Use an existing application data instance
browse for application data location
Browse...

- You may use another profile's set of data if you don't want to create a new set of data. ***See:*** Using A Shared Database

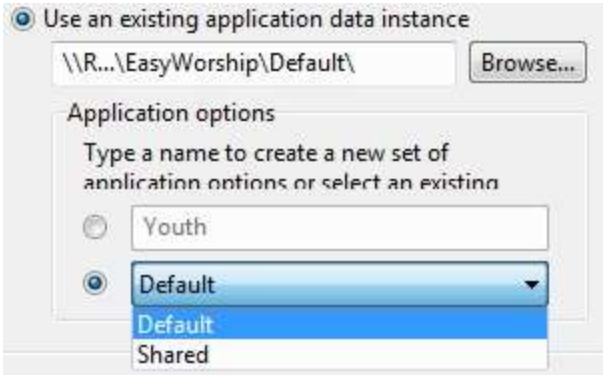
- The default profile data will be in *Shared or Public Documents*\Softouch\EasyWorship

8. A new folder for the profile data can be created in the default location, another place on the hard drive, on a server or shared network folder. Click **Make New Folder** in the browse window to create a folder.

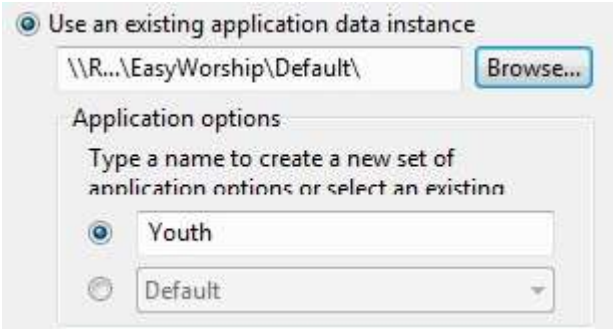
Notes
Shared or Public Documents can be located in different locations depending on your Operating system. For **Windows XP** it will be in **My Computer\C:\Documents and Settings\All Users\Shared Documents** for **Windows Vista** it will be located in **Computer\C:\Users\Public\Public Documents**.

Application Options:

8. Create a name for options to be used on this profile.
   - If **Create a new application data instance** is selected, there will be no profile options to select from the drop down list. EasyWorship will automatically create an application options name.
   - If **Use an existing application data instance** is selected, type in the desired name for this profile's options or select a name from the drop down list.



   - To create a new set of application options type the name for the new options in the **"new application options name"** box.



9. Click **Save Profile**.
10. The new profile will now show up in the profiles list.

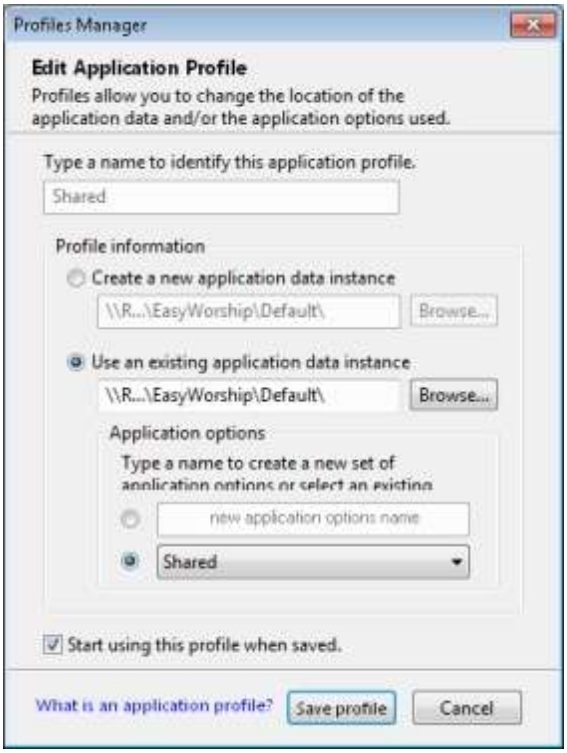
Notes
If you want to return to the Profiles Manager after creating the new profile. uncheck, the option for **"Start Using this profile when complete"**.

Editing Profiles

To change the settings or folder location of a profile:

1. Open EasyWorship
2. Click on the **Profiles** menu.
3. Select **Profiles Manager**.
4. Select the profile to be edited.
5. Click Edit the selected profile

6. The **Edit Application Profile** window appears.


Profiles Manager
Edit Application Profile
Profiles allow you to change the location of the application data and/or the application options used.
Type a name to identify this application profile.
Shared
Profile information
Create a new application data instance
\\R...\EasyWorship\Default\
Browse...
Use an existing application data instance
\\R...\EasyWorship\Default\
Browse...
Application options
Type a name to create a new set of application options or select an existing
new application options name
Shared
Start using this profile when saved.
What is an application profile?
Save profile
Cancel

Profile Information:

- **Create a new application data instance**
  Allows you to select another location to store the application data for this profile.
- **Use an existing application data instance**
  Uses the original application data location assigned when the profile was created.

Application options:

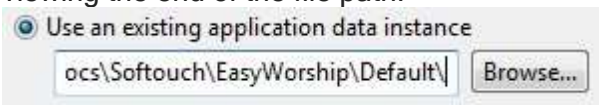
- Type in the name of a new set of options for this profile.
- Select another set of options for this profile.

Locating Your Profile Data

You may eventually need to transfer your database from one computer to another or copy videos or images into the resources folder. To find the location of the data for your profile use the following steps.

1. Open EasyWorship.
2. Click on the **Profiles** menu.
3. Click on **Profiles Manager**.
4. Select the profile.

5. Click on **Edit the Selected Profile** at the bottom of the window.
6. Click in the **"Use an existing application data instance"** field, to show the location of the profile on the hard drive. Use the right arrow key to scroll the text for viewing the end of the file path.



7. Using My Computer or Windows Explorer Browse to that location on your hard drive to find your data files.

- The databases will be stored in a Databases folder in a folder called Data.
- Videos and Images will be stored in the Resources folder.
- Options for the profile will be stored in the Options folder.

Understanding Profiles

Profiles consist of both User Settings and Application data. Application Data consists of databases such as songs and backgrounds, along with videos, images, feeds and DVD clips. User Settings consist of settings like font size, color and transition settings. It also contains information about the EasyWorship window size and location. Settings like the output monitor setting are global settings that will affect all users and are not part of the profile settings. Profiles combines the ability of allowing EasyWorship to store application data in different locations with the ability to have multiple sets of user settings for that application data.

The profile data can be stored on the local hard drive, on a server or shared network folder. EasyWorship will create a Default profile in the following location. ***Common Documents*\Softouch\EasyWorship**.

Notes
Common Documents Locations By Operating System:
Windows XP - C:\Documents and Settings\All Users\Shared Documents
Windows Vista & 7 - C:\Users\Public\Public Documents

Possible Configurations of Profiles:

- Use the same set of application data as another profile but different user settings.
- Use a different set of application data with the same user settings as another profile.
- Use a different set of application data and a different set of user settings.

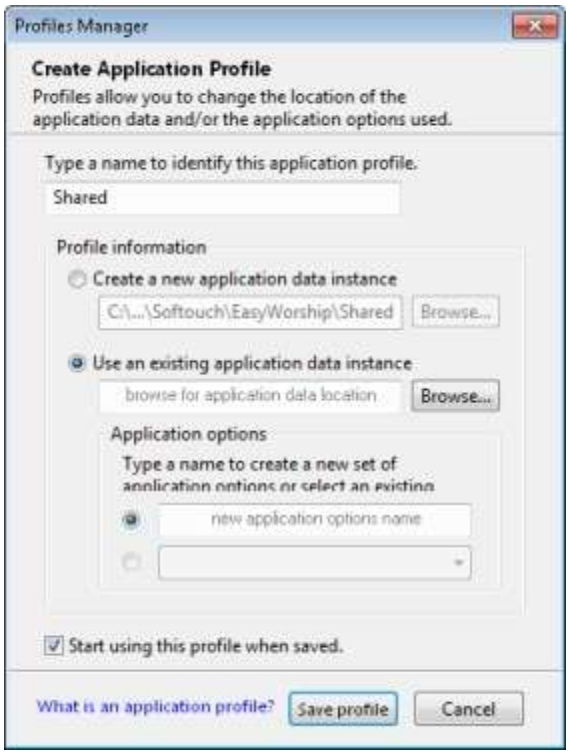
EasyWorship also allows for easy hot swapping between profiles. This means that EasyWorship doesn't have to be closed when switching from one profile to another.

See: Creating Profiles , Locating Your Profile Data and Using Profiles for more information about using profiles.

Using a Shared Database

Profile Information:

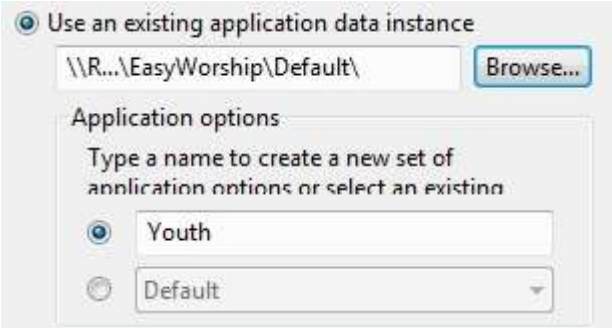
1. Open EasyWorship
2. Click on the **Profiles** menu.
3. Click on **Profiles Manager**
4. The Profiles Manager screen appears
5. Click on **Create a new Application Profile**.
6. Type the name of the profile in the **Profile Name** area. ***For Example:*** Shared, Network...
7. Select **Use an existing Application data instance**.
8. Click **Browse** to locate the shared profile folder.


Profiles Manager
Create Application Profile
Profiles allow you to change the location of the application data and/or the application options used.
Type a name to identify this application profile.
Shared
Profile information
Create a new application data instance
C:\...\Softouch\EasyWorship\Shared
Browse...
Use an existing application data instance
browse for application data location
Browse...
Application options
Type a name to create a new set of application options or select an existing
new application options name
Start using this profile when saved.
What is an application profile?
Save profile
Cancel

9. For network databases browse to **Network or My Network Places\Computer Name (*e.g. WorshipPC*)\ SharedDocs or Public\Softouch\EasyWorship**
10. Select the profile folder **(*e.g. Default)***.
11. Click **OK.**

Profile Options:

12. Type in the name you want to use for this profile's options or select a name from the drop down list.
13. Click **Save Profile**.
14. The profile you created will now show up in the profiles list.



Notes
If you want to return to the Profiles Manager after creating the new profile. uncheck, the option for **"Start Using this profile when complete"**.

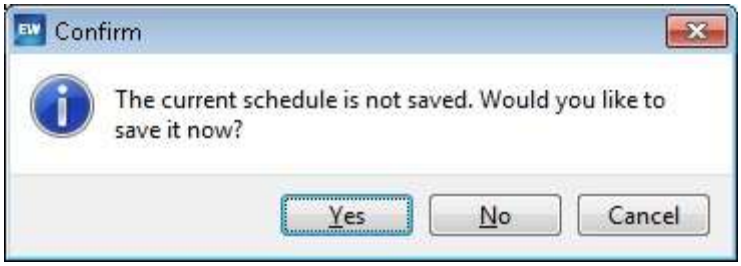
Using Profiles

Changing Profiles:

EasyWorship allows you to change profiles giving you the ability to use different databases and settings.
Switching from one profile to another is Easy.

1. Click on the profile menu.
2. Select the profile you want to use.
3. EasyWorship will load that profile.

If you have a schedule open, EasyWorship will ask you to close it before loading the selected profile.



Determining which profile is currently loaded is also Easy. The current profile is displayed in the title bar at the top left of the window.

Presenter Remotes

Recommended Presenter Remotes

Most EasyWorship customers are familiar with using a presenter remote for advancing slides in PowerPoint slide shows. Many remote controls purchased for this purpose use hard coded keyboard Hotkey combinations that work with PowerPoint. EasyWorship requires different Hotkey combinations than PowerPoint. A Programmable presenter remote is the best solution for use with EasyWorship. Below is a list of remote controls that allow the buttons to be programmed to match the Hotkeys for EasyWorship. ***See:*** EasyWorship Hotkeys for a list of EasyWorship hotkeys.

Recommended Presenter Remotes:

Interlink Remotes:
(http://www.smklink.com/presentation_remotes/index.html)

VP4450 - RemotePoint Emerald Navigator (Get Key Programming Utility Here)

VP4300 - RemotePoint Presenter Special Edition

VP4810 - RemotePoint RF (Get Drivers Here)

VP4910 - RemotePoint Jade (Get Key Programming Utility Here)

Notes

- All of the Interlink wireless presenters listed here have four programmable buttons.

- The bottom of the wheel on the emerald is an **unmarked** programmable button
- Software for the VP4300 is not available for download. All other utilities are available via the Interlink Download Center.

Honeywell Remotes:
(www.powerremote.com)

PowerPresenter RF ***See:*** Changing the Remote Key Strokes in the Manual

PowerPresenter Plus *(Includes 128mb Flash memory)* ***See:*** How to Change the Remote Key Strokes in the Manual

Notes

- This remote requires no software to program.
- It has two programmable buttons and allows for three functions. Each button has its own command. Pressing both buttons allows for a third command. It also includes another button for a laser pointer.

Can I use a Remote that can't be programmed?
Yes, some non-programmable remotes will work. Changing the hotkeys in EasyWorship is required. ***See:*** Using a Non Programmable Presenter Remote

Using a Non-Programmable Wireless Presenter

Most wireless presenters are programmed to emulate keyboard key combinations that trigger functions in PowerPoint. If the key combinations can't be changed, EasyWorship's Hotkeys have to be changed to match the key combinations used on the presenter you have.

Click Here to Visit our online KB article about Non Programmable Presenter Remotes for more information. *(Requires an Internet connection to view)*

See: Changing EasyWorship Hotkeys

Tips And Tricks

The Latest Tips and Tricks

Get the latest tips and tricks from the beyond basics section of the blog.easyworship.com.

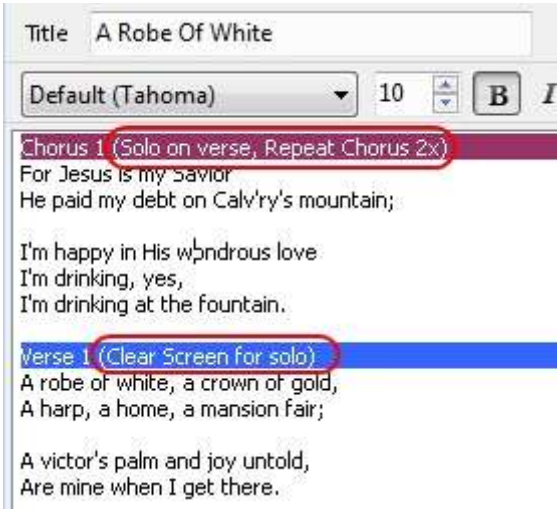
"Send To" Shortcut for Copying Media

The instructions for setting this shortcut up are on the blog.

Adding Notes In A Song

Notes can easily be added to a song. Use the instructions below to add notes to a song.

1. Edit or create a new song.
2. Enter an open parenthesis after any song tags.
3. Enter the text to be displayed as a note.
4. Enter a closed parenthesis at the end of the note.

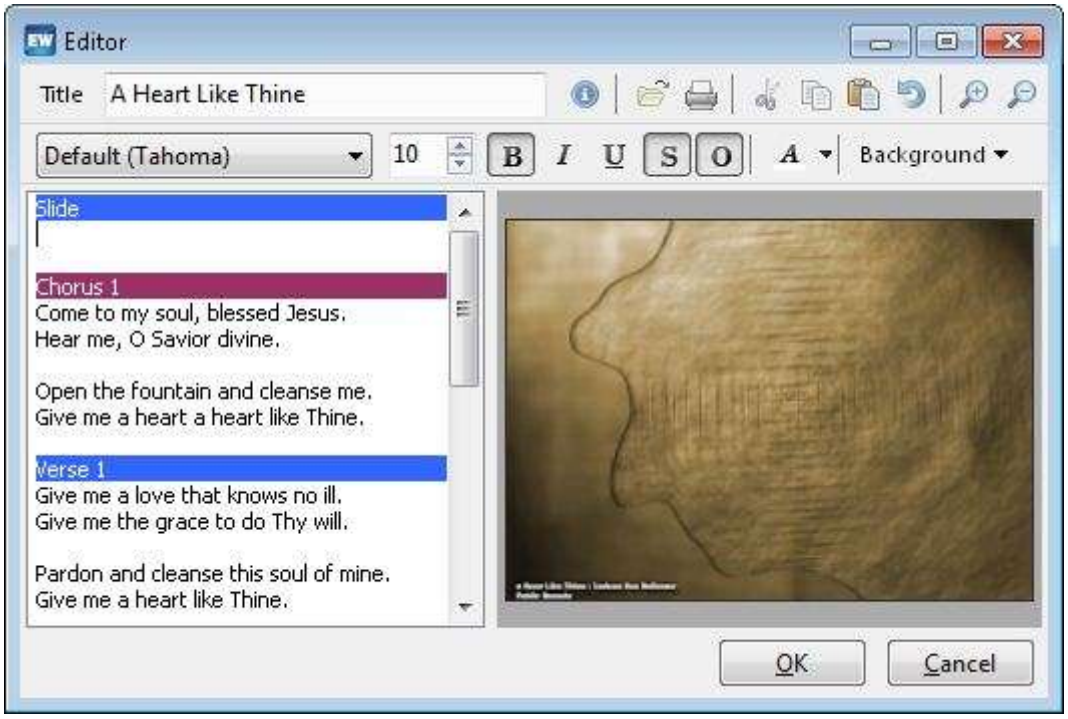

Title
A Robe Of White
Default (Tahoma)
10
B
Chorus 1 (Solo on verse, Repeat Chorus 2x)
For Jesus is my Savior
He paid my debt on Calv'ry's mountain;
I'm happy in His wondrous love
I'm drinking, yes,
I'm drinking at the fountain.
Verse 1 (Clear Screen for solo)
A robe of white, a crown of gold,
A harp, a home, a mansion fair;
A victor's palm and joy untold,
Are mine when I get there.

Adding a Blank Slide To a Song

A blank slide can easily be added to a song. Use the instructions below to add a blank slide to a song.

1. Right click in the place where you want the slide.
2. Select the Slide song tag.
3. Press Enter.

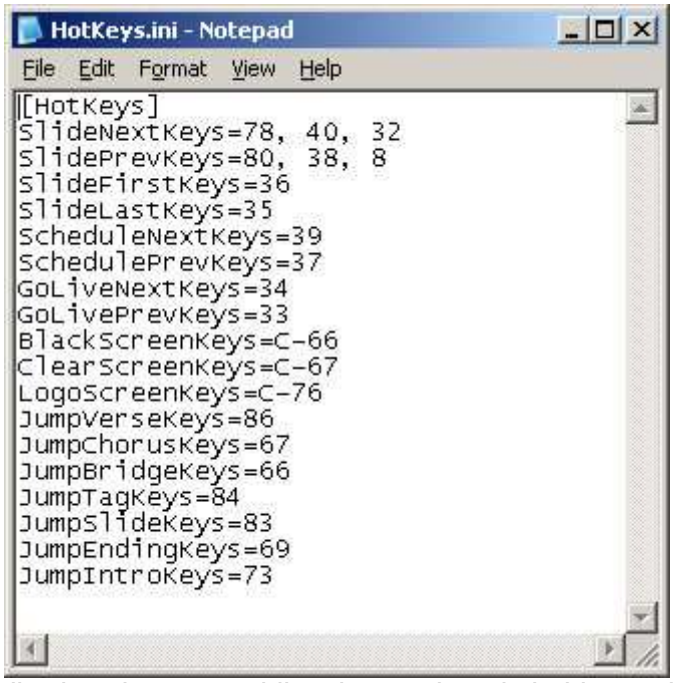
There will now be a blank slide in the song.



Changing EasyWorship Hotkeys

1. Browse to the following path.
   Windows 9x / ME: C:\WINDOWS\All Users\Application Data\Softouch\EasyWorship\SEttings\hotkeys.ini
   Windows 2000 / XP: C:\Documents and Settings\All Users\Application Data\Softouch\EasyWorship\Settings\hotkeys.ini
   Windows Vista / 7: C:\Program Data\Softouch\EasyWorship\Settings\hotkeys.ini
2. Double Click the **HotKeys.ini** file to open it.

It will open in notepad allowing you to make changes.



3. Make the following changes, adding the numbers in bold to make EasyWorship match your non-programmable presenter remote.

Next Slide - SlideNextKeys= 78, 40, 32, **34**
Previous Slide - SlidePrevKeys= 80, 38, 8, **33**
Black Screen - BlackScreenKeys= C-66, **66**
GoLive - GoLiveNextKeys= **0**
Go ToBridge - JumpBridgeKeys= **0**

Notes This will disable the following hotkeys in EasyWorship.
PageDown = Go Live
PageUp=Go Live Previous (Currently not active in EasyWorship)
B = Jump to bridge

Notes This will also setup the following PowerPoint HotKeys to work in EasyWorship.
PageDown = Next Slide
PageUp = Previous Slide
B = Black Screen

4. After making changes, Click **File** then **Save**.
5. Close the window.

- You will need to know what each value is. Each item can have multiple keys separated by comas; for example, SlideNextKeys = "78, 40, 32" which is 'N', Down Arrow, and Space.

- If you want to use the CTRL or ALT, key simply precede the number with 'C-', or 'A-' or 'CA-' for both CTRL and ALT together; for example, BlackScreenKeys = "C-66" which is CTRL-B.

Here is a list of keys:

Commonly Used Keys:	Alphabet	
B = 66	A - Z = 65 -90	P=80
C = 67	A=65	Q=81
N = 78	B=66	R=82
P = 80	C=67	S=83
BackSpace = 8	D=68	T=84
LeftArrow = 37	E=69	U=85
UpArrow = 38	F=70	V=86
RightArrow = 39	G=71	W=87
DownArrow = 40	H=72	X=88
SpaceBar = 32	I=73	Y=89
PGUP = 33	J=74	Z=90
PGDN = 34	K=75	
End = 35	L=76	
Home = 36	M=77	
.(Period) = 190	N=78	
Escape(ESC) = 27	O=79	

See: What HotKeys are available in EasyWorship?

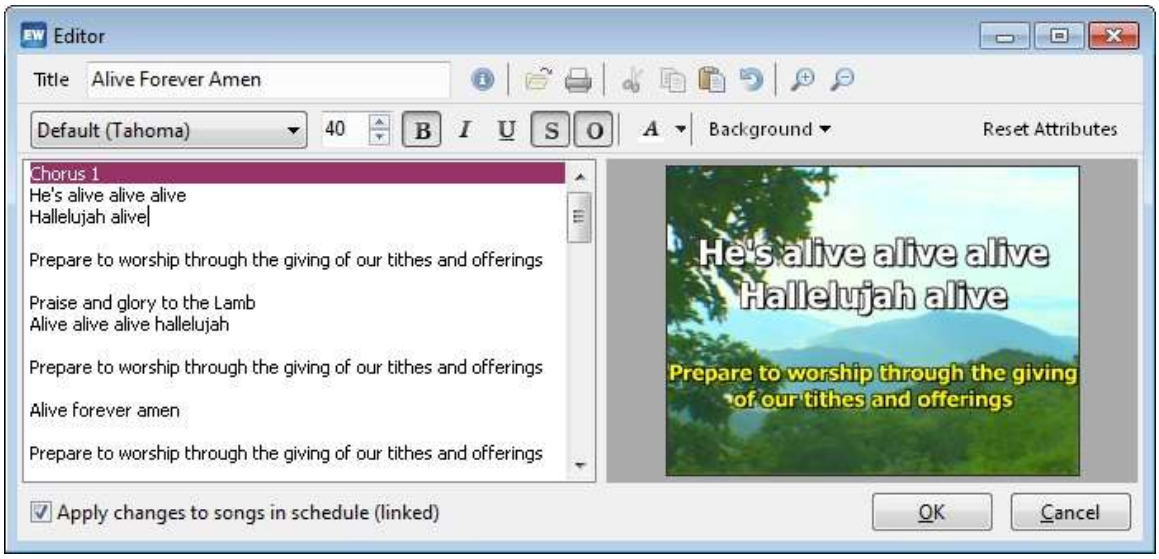
Creating Congregational Prompts

1. Edit or create a new song.
2. Select all of the text in the song and set the text size, e.g. 30%.
3. In the song editor Press **Shift+Enter** to create spacing between the song text and the prompt.
4. Type in the prompt, e.g., a prompt for offertory.
5. Select the prompt text and set lower the size of it. Use the up and down arrow keys next to the font size to make it smaller or larger.
6. Copy and paste the prompt onto the slides you wish to use it on.
7. Select the prompt text and set the color you wish to use.
8. Click **OK**.

Notes

If you don't want these changes to be permanent, make the changes to the song in the schedule and not the database.

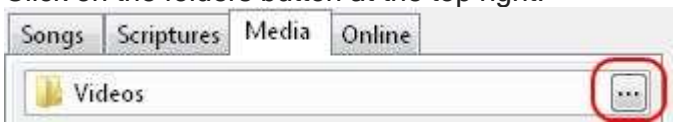
Font sizing can be different for each computer depending on the screen resolution being used for the output screen. Use a custom position that matches the output screen at your church, and the text will always show up the same.


Editor
Title
Alive Forever Amen
Default (Tahoma)
40
Background
Reset Attributes
Chorus 1
He's alive alive alive
Hallelujah alive
Prepare to worship through the giving of our tithes and offerings
Praise and glory to the Lamb
Alive alive alive hallelujah
Prepare to worship through the giving of our tithes and offerings
Alive forever amen
Prepare to worship through the giving of our tithes and offerings
He's alive alive alive
Hallelujah alive
Prepare to worship through the giving
of our tithes and offerings
Apply changes to songs in schedule (linked)
OK
Cancel

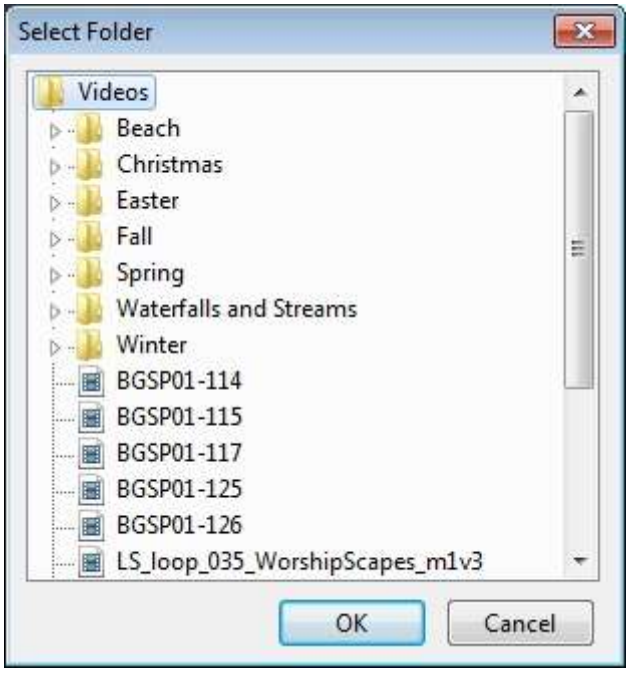
Organizing Images and Videos

To organize images and videos in folders:

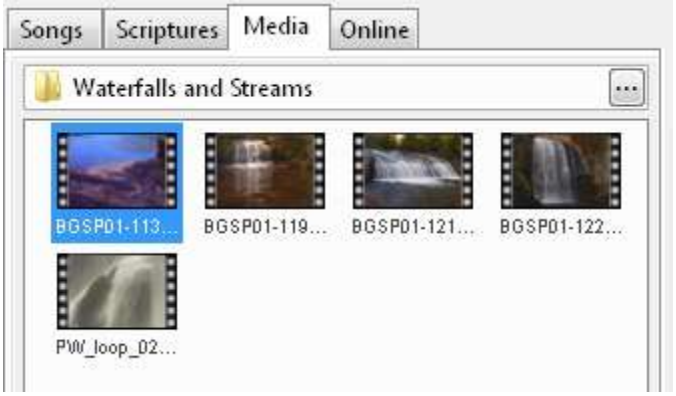
1. Browse to *Your Profile*\Resources\ Videos or Images. ***See:****Locating Your Profile Data*
2. Create any folders you would like to create.
3. Copy your images or videos into any of the folders you would like.
4. In the Resource area, click the **Media** tab.
5. Click on the Images or Videos tab.
6. Click on the folders button at the top right.



7. Select the folders of images or videos you wish to display as thumbnails in the videos palette, and click **OK**.



8. Thumbnails for the data in that folder appear in the Media area.



Notes
If you add images or videos when displaying a folder, it will cause the image or video you added to be added to the folder you are currently viewing.

Playing Flash Content

To play SWF files. ***See:*** Playing Flash Content in the web section.
For playing FLV files install the K-Lite codec pack.

Playing Quicktime Files In EasyWorship

Natively, EasyWorship and Windows don't support Quicktime files. However, with the proper video codecs installed, EasyWorship will play most Quicktime files. This Codec pack will allow you to play Mp4, H.264 and most Mov files along with FLV files.
See: Installing the K-Lite Codec Pack on the online Knowledge Base.

Running EasyWorship in Single Monitor Mode

If the computer being used for EasyWorship doesn't have dual monitor capability, it is best to purchase and install a video card that supports dual monitor capability.
See: Computer Requirements Video Card for more information on the best type of video card to purchase.
See: Dual Monitors Explained for more information about how dual monitors work.

EasyWorship can run in single monitor mode although it is not recommended, nor designed for this purpose.

Working in Single Monitor Mode:

1. After clicking **Go Live** with the presentation, hold the **CTRL + SPACE BAR** and the working screen will disappear, leaving only the output screen.
2. Navigate using the EasyWorship **Hotkeys** on the keyboard.

- Use the **Arrow Down** key to advance the next verse or slide of a song.
- Use **Page Down** key to advance the next item in the schedule.
- Use **Left Arrow** Key to select the previous item in the schedule.
- Use **ESC** or **CTRL + SPACE BAR** to bring the working screen back and discontinue the live output of the working screen.

See: What Hotkeys are available in EasyWorship? for a more extensive list of Hotkeys.

Using Custom Position

Here are a couple of reasons to use the custom position.

- Building services at home so that the display matches the presentation computer.
- Using the Foldback feature with the Matrox DualHead2Go and TripleHead2Go

Building Services At Home:

If a schedule is built on a computer using a different output resolution than the presentation computer, the songs will not display correctly on the presentation computer. Setting a custom resolution on the source computer will correct this problem.

On the Presentation Computer
Determine the output screen size of the presentation computer.

1. Open display settings on the presentation computer.
2. Click on the second monitor.
3. The resolution for that screen will be displayed there. e.g. 1024x768.

On the Home Computer

1. Open EasyWorship on your home computer.
2. Click on the options button on the toolbar.
3. Under **General**, **Select Output Monitor**, Change **Output Monitor** to **Custom Position**.
4. Change the **Width** and **Height** to match the presentation computer computer.
5. Click **OK**.

FAQ

How Do I Add Videos To the Background Palette?

Adding Video to the Background Palette:
*See:*Adding Backgrounds

How Do I Edit Scriptures?

See: Using Scriptures Under Scriptures.

How Do I Use the Schedule?

See: Using the Schedule

How Do Videos, Images & Backgrounds Work?

Images & Videos
EasyWorship reads the resources folder in your profile to display the thumbnails for Images and Videos. The files aren't stored in a database. Only the thumbnails are in a database. When you add videos and images to the Media tab from another location on your hard drive, such as My Documents, EasyWorship will create a shortcut to the video or image in your profile resources folder.

If you delete the video from its original location (My Documents), an exclamation point will appear on the thumbnail for that video or image. The exclamation point means that EasyWorship can't find the file.

If you add a video or image to the media area from an external disk like a CD or memory stick, EasyWorship will copy the actual file to the resources folder in your profile.

When adding images or videos, you may manually copy your files directly to the video or images folder in resources folder located in Your Profile. This is the preferred method. This way you keep all of your images and videos in the same place. In the event that you want to transfer all of your backgrounds and songs from one computer to another, all you would have to transfer is the data folder and the resources folder.

*See:*Locating Your Profile Data to find out how to located your resources folder.

Backgrounds
Backgrounds work differently than the Images and Videos tabs. Backgrounds is an actual database of links to the files you have added to your backgrounds palette. It also contains thumbnails of those images or videos. The actual videos and images aren't in the database. When you add an image or video to the background palette, EasyWorship creates an entry in the database telling it where to look for that file with an attached thumbnail for that file. This is why we recommend keeping all videos and images in the Resources folder mentioned above.

If you add a video or image to the media area from an external disk like a CD or memory stick, EasyWorship will not copy the actual file to the database. It will only create a link to the external drive. When you take that disk out or disconnect the drive, an exclamation

point will appear on the thumbnail for that background. The exclamation point means that EasyWorship can't find the file.

What HotKeys Are Available In EasyWorship?

See: *EasyWorship Hotkeys*

Songs Included With EasyWorship

A full list of songs that come with EasyWorship has been published to our online Knowledge Base. Click Here to access the list.

Where Is the Manual That Comes With EasyWorship?

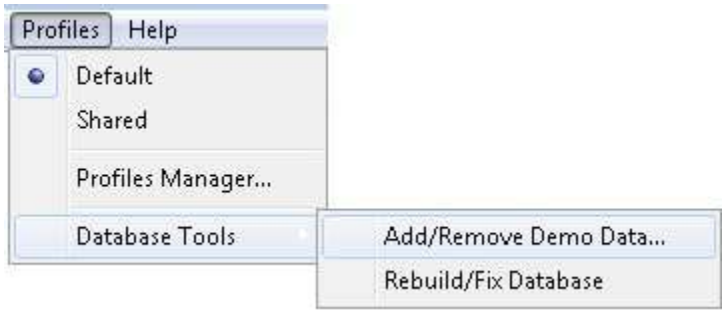
EasyWorship has a Documentation Manual available under the Documentation folder on your EasyWorship cd. It can be accessed from the install menu that appears when you insert the cd into your drive. You may also download the most recent version from our web site.

Maintenance

Adding and Removing Demo Data

You may have said no to this option during installation. At any time you may Add or Remove these song lyrics from your Song resource area database.

1. Click **Profiles** on the top menu bar.
2. Click **Database tools**, then **Add/Remove Demo Data**



3. The Add/Remove Demo Data window will appear.

Adding Demo Data:

1. To install the 100+ classic and contemporary songs from GreatWorshipSongs.com, Select **"Install songs from GreatWorshipSongs.com now"**
2. Click **Next.**

- The same process applies for removing these songs from your **Song resource** database

- To See a list of the songs from GreatWorshipSongs.com that are available in EasyWorship Click Here.

Add/Remove Demo Data
Choose Optional Resource Data
Choose optional resource data to add or remove from EasyWorship
great worship songs.com
Install top song lyrics like God of Wonders, Majesty and others, courtesy of GreatWorshipSongs.com. Over 100 songs absolutely FREE!
GreatWorshipSongs.com Songs
Install songs from GreatWorshipSongs.com
Uninstall songs from GreatWorshipSongs.com
Do not install songs from GreatWorshipSongs.com
Space required: 1.4MB
More information at GreatWorshipSongs.com
< Back
Next >
Cancel

- You now have the option to add the songs and backgrounds from EasyWorship. This will install public domain songs like Amazing Grace and the free images and videos that come with EasyWorship (about 116 images, 21 videos and 223 songs).
- Click Here to view a list of the Standard EasyWorship demo songs.

6. To install the default backgrounds and songs from EasyWorship, Select **"Install default songs and backgrounds from EasyWorship"**
7. Click **Next.**

Add/Remove Demo Data
Choose Optional Resource Data
Choose optional resource data to add or remove from EasyWorship
easyworship
Install the default songs and backgrounds from EasyWorship
Default EasyWorship Songs and Backgrounds
Install default songs and backgrounds from EasyWorship
Uninstall default songs and backgrounds from EasyWorship
Do not install default songs and backgrounds from EasyWorship
Space required: 16.7MB
< Back
Next >
Cancel

- Now a window will appear giving you the summary of your song database choices.

Add/Remove Demo Data
Choose Optional Resource Data
Choose optional resource data to add or remove from EasyWorship
You have chosen the following options for installing or removing resource data for EasyWorship
Resource Data Summary
Install songs from GreatWorshipSongs.com at 1.4MB
Install default songs and backgrounds from EasyWorship at 16.7MB
Space required: 18.1MB
< Back
Finish
Cancel

8. Click **Finish** to proceed with installation of the EasyWorship demo data or click **Back** to change your previous selections or.

Remove Demo Data:

1. Click the **Profiles** menu on the top menu bar.
2. Click **Database tools**, then **Add/Remove Demo Data**
3. The Add/Remove Demo Data window will appear.
4. Select Uninstall songs from GreatWorshipSongs.com.
5. Click **Next**.
6. Then select Uninstall Default songs and backgrounds from EasyWorship.
    - This feature also removes the backgrounds installed with EasyWorship.
    - This feature may not be available if you upgraded from a previous version of EasyWorship.
7. Click **Finish**.

Notes
Removing the demo data will not remove any songs or backgrounds that have been modified or added to the database.

Databases and Profile Backup

It's a good idea to make a backup of your database. You can also use the backup to move songs, scriptures, and presentations from one computer to another.

1. Close EasyWorship.
2. Browse to:

Windows Vista / 7	C:\Users\Public\Documents\Softouch\EasyWorship
Windows XP	C:\Documents and Settings\All Users\Shared Documents\Softouch\EasyWorship

3. Select all folders in this location and copy them to a memory stick, CD or external hard drive.

Transferring the EasyWorship Database To Another Computer

See: Backup & Transfer The EasyWorship Database under How To's on the online Knowledge Base http://www.easyworship.com/support/kb.

Using Command Line Switches

EasyWorship now allows you to assign values to the EasyWorship shortcut to change the behavior of the program when it opens. These values are called command line switches.

Available Command Line Switches:

- **ProfileName="a_profile_name"** (start EasyWorship with a selected profile)
- **/RebuildDatabase** (force the database to rebuild and then rebuild the SongKeys)
- **/RebuildSongKeys** (force EasyWorship to rebuild SongKeys)
- **/ConvertDatabase** (force EasyWorship to make sure the database is up to date)
- **/ResolveShortcuts** (force EasyWorship to make sure it's internal media shortcuts are resolved if possible)

Setting a Command Line Switch:

1. Right click on the EasyWorship icon on the Desktop.
2. Click on properties.
3. Click on the shortcut tab.
4. In the Target field after the last quotation mark Type a space using the space bar key.
5. Type in the command line switch you desire to use after the space.
6. Click OK to apply and save the settings.

Notes
Command line switches are designed for advanced users. If you have any problems with or questions regarding command line switches, please contact support at support@easyworship.com.

Using the Rebuild Database Utility

EasyWorship has a utility to correct database problems. You may lose the song you were inputting at the time, but will retain all your other songs and graphics.

Rebuild Database Utility:

1. Click on **Start**.
2. Select Programs or All Programs.
3. Select **EasyWorship**.
4. Select **Rebuild EasyWorship Database**.
5. The EasyWorship Splash Screen will appear with a progress bar at the bottom right.
6. When the rebuild is complete, EasyWorship will open.

Notes
The Rebuild Database feature will automatically backup your database into a folder called rebuild backup.

This usually fixes any database error messages. However, if you still have a problem, check our knowledge based technical support at http://www.easyworship.com. Click on Support on the top menu bar and select Knowledge Base and Technical Questions. The link info is: http://www.easyworship.com/support/kb Or call technical support for any other error messages.+1 918-250-1493.

Troubleshooting

ActiveMovie Window Appears Over My DVD Editor

See:DVD Plays on Both Screens for instructions on correcting this issue. A video codec can also cause this problem. ***See:***Recommended DVD & Mpg2 Decoders for info on what codecs should be used.

Audio Pauses During Transition

Some customers that use Media player to play audio while using EasyWorship to display lyrics, have seen this issue. During the transition from slide to slide or song to song, the music pauses. This problem can be corrected easily.

1. Click on the **Live menu**.
2. Click on **Options**.
3. Click on **Advanced**.
4. Slide the **Video Quality** slider to the middle of the Speed - Quality bar.
5. Click **OK**.

Borland Database Engine Error $2108

An error occurred while attempting to initialize the Borland Database Engine (error $2108)

1. Browse to C:\Program Files\Common Files\, in my Computer or Windows Explorer.
2. Rename the **Borland Shared** folder to **Borland Shared old**.
3. Click on **Start**.
4. Click on **run**.
5. Type in **regedit** in the Run box.
6. Click **OK**.
7. Browse to go to **HKEY_LOCAL_MACHINE\SOFTWARE\.**
8. **Rename** the **Borland** folder to **Borland Old**.
9. Close the registry editor.
10. **Reinstall** EasyWorship.

Borland Database Engine Error $251E

An error occurred while attempting to initialize the Borland Database Engine (error $251E)

1. Browse to C:\Program Files\Softouch\EasyWorship, in My Computer or Windows Explorer.
2. Right click on the **EasyWorship.exe** file.
3. Click on properties.
4. Click on the **Compatibility** tab.
5. Make sure the compatibility mode box is not checked.
6. Click **OK**.

If an EasyWorship upgrade has been installed without installing a full version first, installing the full version may fix this problem.

DVD Plays on Both Screens

The video Card is set up to play the video on both monitors.
Disabling the full screen options on your Video Card will correct this problem.

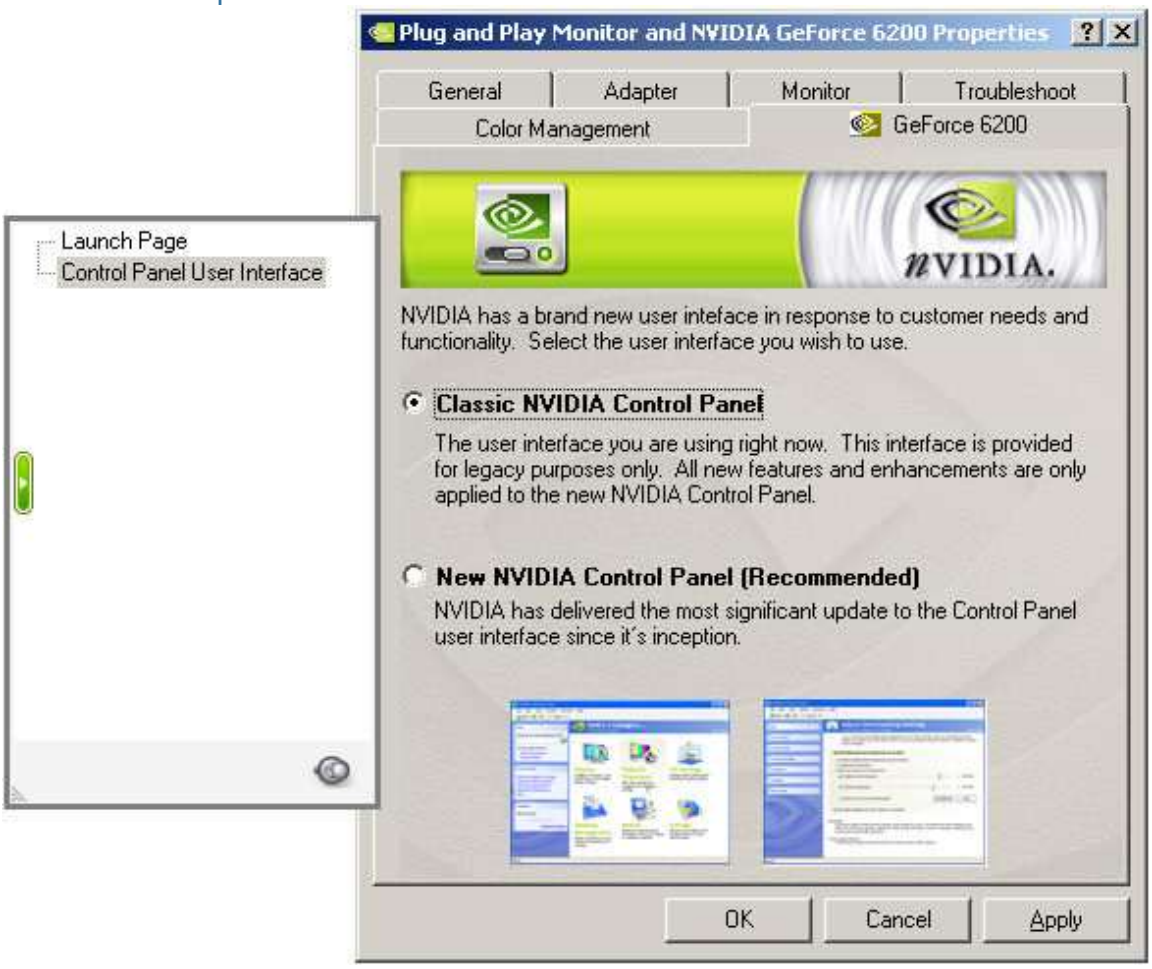
nVidia cards:

1. Click **Start**.
2. Click **Control Panel**.
3. Click on **Display**.
4. Click on the **Settings** tab.
5. Click on **Advanced.**
6. Click on the **GeForce** Tab

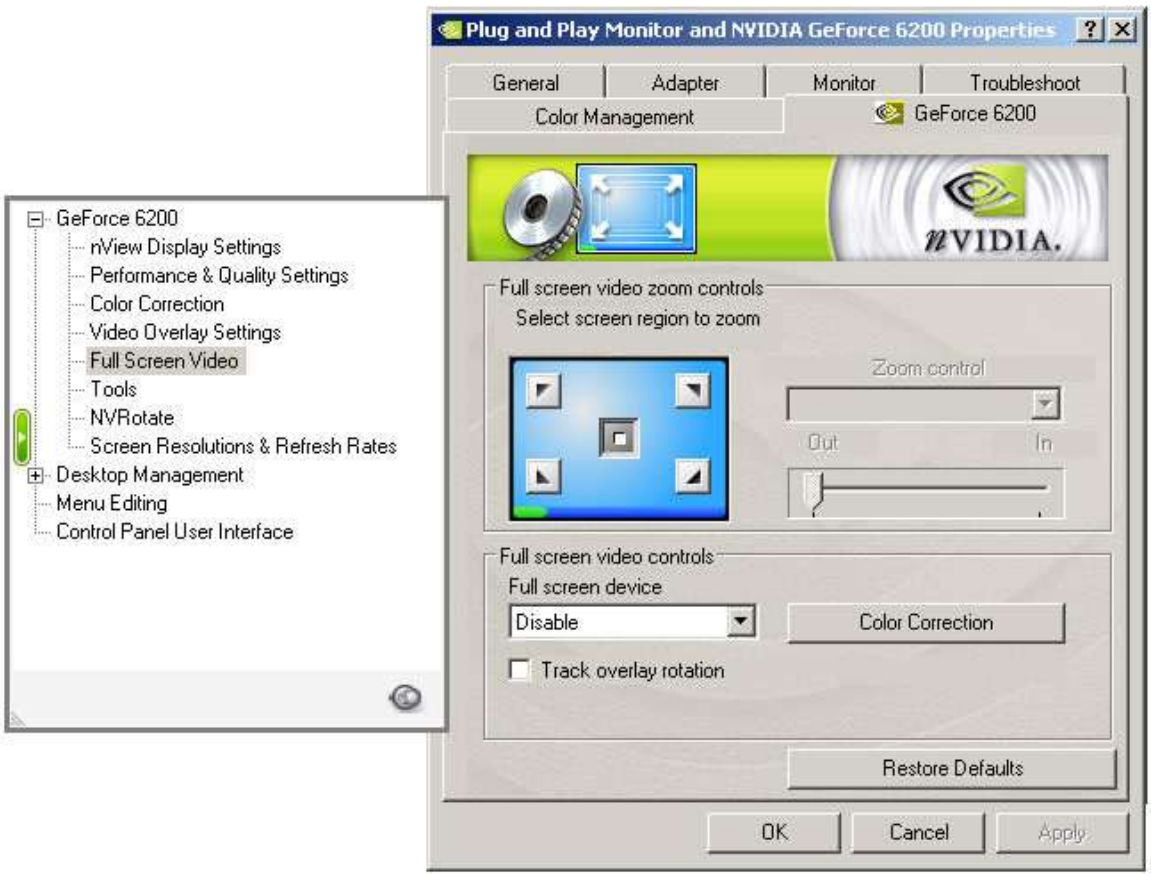
A box will appear the left of the window.

- If **Launch Page** and **Control Panel User Interface** appear in the box follow the instructions below.
  If not skip to step 7.

1. Click on **Control Panel User Interface**.
2. Select **Classic NVIDIA Control Panel**.
3. Click **Apply**.
4. Go to step 7.


Launch Page
Control Panel User Interface
Plug and Play Monitor and NVIDIA GeForce 6200 Properties
General
Adapter
Monitor
Troubleshoot
Color Management
GeForce 6200
NVIDIA.
NVIDIA has a brand new user inteface in response to customer needs and functionality. Select the user interface you wish to use.
Classic NVIDIA Control Panel
The user interface you are using right now. This interface is provided for legacy purposes only. All new features and enhancements are only applied to the new NVIDIA Control Panel.
New NVIDIA Control Panel (Recommended)
NVIDIA has delivered the most significant update to the Control Panel user interface since it's inception.
OK
Cancel
Apply

7. Click on **Full Screen Video**.
8. Select disable under **Full screen device**.
9. Click **OK**.



ATI Cards:

1. Click on **Start**.
2. Open **Control Panel**.
3. Open the **Catalyst Control Panel**.
4. Go to **Video**, **Theater Mode**.
5. Select **Main Display**.
6. Change the Overlay Display Setting to **Standard**.
7. Click **Apply** then **Done**.

Exclamation Points On My Thumbnails

This error appears when EasyWorship cannot link the thumbnail in your Videos resource area to the actual location of the video. This may be caused when you delete, rename or move the video or image file.

See: How do Videos, Images & Backgrounds Work?

To remove the exclamation points:

1. Open EasyWorship.
2. Click on the **Media Tab** in the resources area
3. Click on the **Videos** or **Images** tab.
4. Select the thumbnail with the exclamation point
5. Click the **Delete** button below.
6. If you wish to re-add that same video or image file thumbnail, click the **Add** button.

Please get in the habit of storing Videos and Images in this location: Your Profile\Resources\Videos or Images
See:Locating Your Profile Data *for help finding your EasyWorship profile data.*
Adding your videos and images to the Videos or Images folder will make the videos or images automatically show up in EasyWorship without having to add them using the add button. ***See:*** Send To Shortcut for Copying Media

7. Click in the Look In field and follow the above path to locate and store your videos. When you highlight the video file and click Open, the thumbnail will now be added to the Video Resources Area in EasyWorship. Open EasyWorship again and see if this fixes your error.

Notes
Anytime you add videos from the Videos Resource Area, for example, from a Worship Films videos volume CD, the file is stored in Your Profile\Resources\Videos. This is the default path to which EasyWorship auto formats. That is why it is a good idea to store files constantly in this path. ***See:***Locating Your Profile Data for help finding your EasyWorship profile data.

'Index: Title Author' Error

If you receive the Index Title Author Error message, follow these steps:

1. Close EasyWorship.
2. **Right click** on your EasyWorship icon on your desktop.
3. Click on **properties.**
4. Click on the **Find Target** button on the Shortcut tab.
5. Look for the **DATA** folder and open it
6. Rename the **Version** or **Version.dat** file to **oldversion** or **oldversion.dat**
7. Start EasyWorship again.
8. It will go through the conversion process and fix the problem.
9.

Internet Connectivity

EasyWorship doesn't require an internet connection for you to use it. However, there are some functions that require an internet connection. Here are some issues that may occur when using these features.

Issue: Action Canceled or You are not Authorized message appears when trying to access the tabs in the Online Area.
Cause: Your internet connection is limited or disconnected. You may have a firewall blocking EasyWorship's access to the internet.
Resolution: Make sure you can access the internet through an internet browser. Make sure your firewall software hasn't added EasyWorship to a block list.

Issue: Unable to get available bibles message appears when trying to download bibles.
Cause: Your internet connection is limited or disconnected. You may have a firewall blocking EasyWorship's access to the internet.
Resolution: Make sure you can access the internet through an internet browser. Make sure your firewall software hasn't added EasyWorship to a block list.

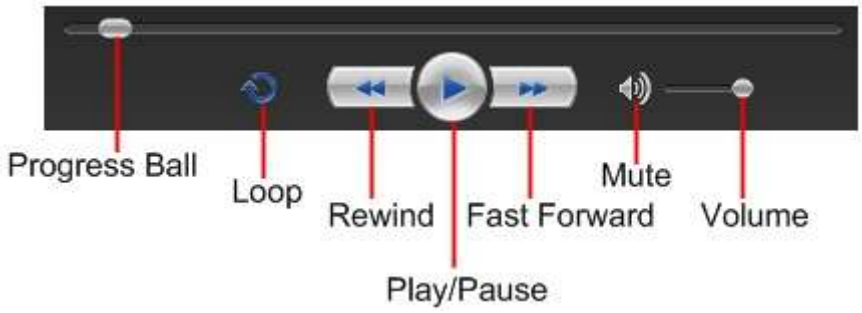
Contact Customer Support if your problem cannot be resolved by following the steps above.

No Sound

When playing video clips or audio files through EasyWorship, sound should come from either the speakers connected to the computer or the sound system already in place in the building. Please check the following if you are unable to hear sound from audio sources in EasyWorship.

Check the Mute Button in EasyWorship

When playing a video or audio file in EasyWorship the VCR controls will appear in the Preview area and or the Live area. The audio can be muted and un-muted there by pressing the speaker icon.



Check Cables and Connections

The connection to the computer's audio output jack must be connected. Verify that the computer is plugged into the speakers or sound board. Also, check the audio cable to the sound equipment for any kind of damage.

Check the Sound Board Mute Button and Volume

Many customers connect their computer to a sound board that controls the audio to the sound system. Verify that the channel on the sound board for the computer is not muted and the fader for the audio is at an appropriate level. Also, verify that the master volume is at an appropriate level.

'Path Not Found' C:\...\Temp... Error

If you receive this error follow the instructions below:

1. Close EasyWorship.
2. Open EasyWorship.
3. Close it again.
4. Reopen it again.

The error should be corrected.

Notes
This process clears out all of the temp files for the schedules. Sometimes EasyWorship will try to access an old temp file that has already been removed. This resets the temp folder so it won't try to access the file again.

PowerPoint Troubleshooting

Issue: PowerPoint slide show with audio doesn't play the audio in EasyWorship.
Cause: PowerPoint isn't able to find the audio file.
Resolution: First, make sure the audio file is on the computer's hard drive, preferably in the same folder as the PowerPoint file. Open the PowerPoint file in the PowerPoint program, then run the slide show so that it can find the audio files. Save the PowerPoint file and close PowerPoint. It should now play the audio in EasyWorship.

Issue: EasyWorship is unable to add a PowerPoint slide show to your schedule. A message appears saying the file is corrupt.
Cause: Usually, this is caused by editing a PowerPoint file that has been created on a newer version of PowerPoint with an older version of PowerPoint.
Resolution: Import the original PowerPoint file.

Issue: Out of memory error when adding a PowerPoint to your schedule, or when opening a schedule with a PowerPoint file in it.
Cause: The schedule file has corrupted, or the PowerPoint file is too large.
Resolution: Recreate the schedule. Try reducing the size of the PowerPoint file before adding to your schedule.

Issue: PowerPoint doesn't display correctly
Resolution: Click on the Live menu, click on options, then the Misc tab. Try toggling the Use PowerPoint application instead of viewer off or on.

Issue: Thumbnails don't display properly.
Resolution: Click on the Live menu, click on options, then the Misc tab. Try toggling the Build Thumbnails with PowerPoint Application instead of viewer off or on.

Contact Customer Support if your problem cannot be resolved by following the steps above.

PSAPI.DLL Error

The procedure entry point GetProcessImageFileNameW could not be located in the dynamic link library PSAPI.DLL.

First, read the information on this Microsoft Help Article.
http://support.microsoft.com/default.aspx/kb/932540
This problem usually occurs after upgrading to Internet Explorer 7. This error occurs when clicking the Songs menu, then SongSelect Lyric Service.

1. Click on **Start**.
2. Click on **Search**.
3. Select the option to search for **all files and folders**.
4. Type in **PSAPI.DLL**

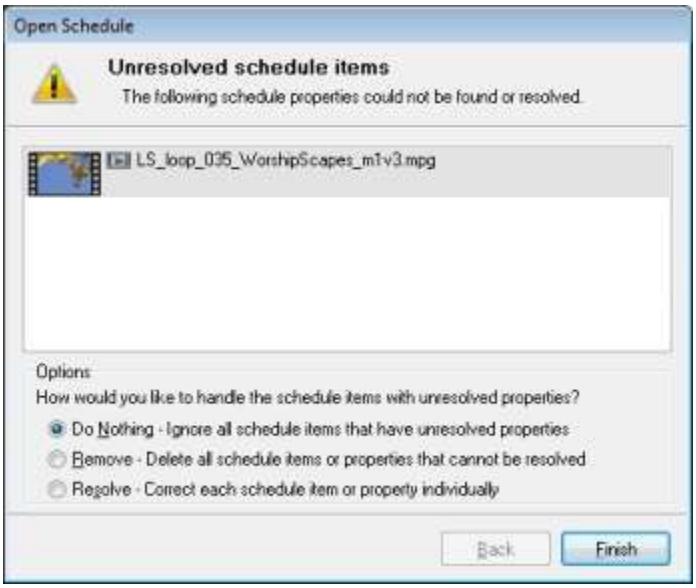
5. Click the Search button.
6. **Rename** all instances of **PSAPI.DLL.**
7. Restart Wndows.

Notes
Be sure **not** to delete or rename any other files with the PSAPI.DLL in the file name. Rename only the files with PSAPI.DLL as the exact file name .

My Schedule Won't Save

This usually occurs with a song that had a background added in the database and the background has been removed from the hard drive. The song is still referencing the image or video. When EasyWorship tries to save the schedule, it's unable to do so because it can't find one of the images or videos to add it to the schedule. Follow the instructions below to correct this problem.

1. Click on the **schedule** menu.
2. Click on **check schedule for errors**.
3. EasyWorship will display an **Unresolved schedule items** window.
4. Select **Remove** - Delete all schedule items or properties that cannot be resolved.
5. Click **Finish**.


Open Schedule
Unresolved schedule items
The following schedule properties could not be found or resolved.
LS_loop_035_WorshipScapes_m1v3.mpg
Options
How would you like to handle the schedule items with unresolved properties?
Do Nothing - Ignore all schedule items that have unresolved properties
Remove - Delete all schedule items or properties that cannot be resolved
Resolve - Correct each schedule item or property individually
Back
Finish

Song Editor Loads Slowly

Some customers have experienced slow response when creating a new song, editing a song, opening options or opening the background designer. A large font database in Windows will cause this slow response. EasyWorship has to load all of the fonts in the Windows fonts database when opening these windows. Having thousands of fonts in the Windows font database can cause these windows to load slowly. Removing some of the fonts in the Windows font database will correct this problem.

Text Over Video Troubleshooting

Issue: My video shows up as a still image when I set it as a background.
Cause: DirectX is not enabled.
Resolution: Click on help, DirectX troubleshooting. A message will appear "You do not have DirectX enabled. Would you like to try to enable it now?" Yes No Cancel Click yes to enable DirectX.

Issue: Only part of the text appears over the video background.
Cause: You do not have enough video memory to display text over video.
Resolution: Upgrade your video card to a video card with 128 mb video ram. You may also try reducing the color quality for one, or both of your monitors under your video settings in Windows.

Issue: The video speeds up and slows down when transitioning from one song or slide to the next.
Cause: Your video codec isn't handling the video properly.
Resolution: Try downloading a new video codec such as DScaler. ***See:*** Recommended DVD & Mpg2 Decoders

Contact Customer Support if your problem cannot be resolved by following the steps above.

Transitions Flicker

This is an issue that only occurs with nVidia 6, 7 and 8 series graphics cards using the latest drivers on Windows Vista.

To resolve this issue, change the theme in windows to the classic theme. Or, change the screen resolution on both screens to the same resolution.

To Change the theme:

1. **Right click** on the desktop.
2. Click on **Personalize**.
3. Click on the **Theme**.
4. Change the theme to **Classic**.
5. Click **OK**.

To Change the Screen resolution on both monitors:

1. **Right click** on the desktop.
2. Click on **Personalize**.
3. Click on **Display Settings**.
4. Click on monitor 1 and set the resolution to the same resolution as monitor two. (1024x768 or lower is recommended for monitor two)
5. Click **OK**.

Troubleshooting Images

Issue: I can see my image in the image tab, but EasyWorship will not allow me to add it to my schedule.
Cause: The image resolution is too large.
Resolution: Edit the image using an image editing software such as Microsoft Office Picture Manager to resize the image to 800x600 or 1024x768. You are not limited to these resolutions; however, they are the most common resolutions used.

Issue: My image is stretched.
Cause: EasyWorship automatically stretches your image to fit the screen. If it is not the same resolution as the screen, EasyWorship will stretch it.
Resolution: Use an image editor such as paint to increase the size of the picture. You may also add the image to a PowerPoint slide show. You can tell EasyWorship to tile the picture under Background, Options, select the picture and click modify. Check the box to Tile Picture.

Contact Customer Support if your problem cannot be resolved by following the steps above.

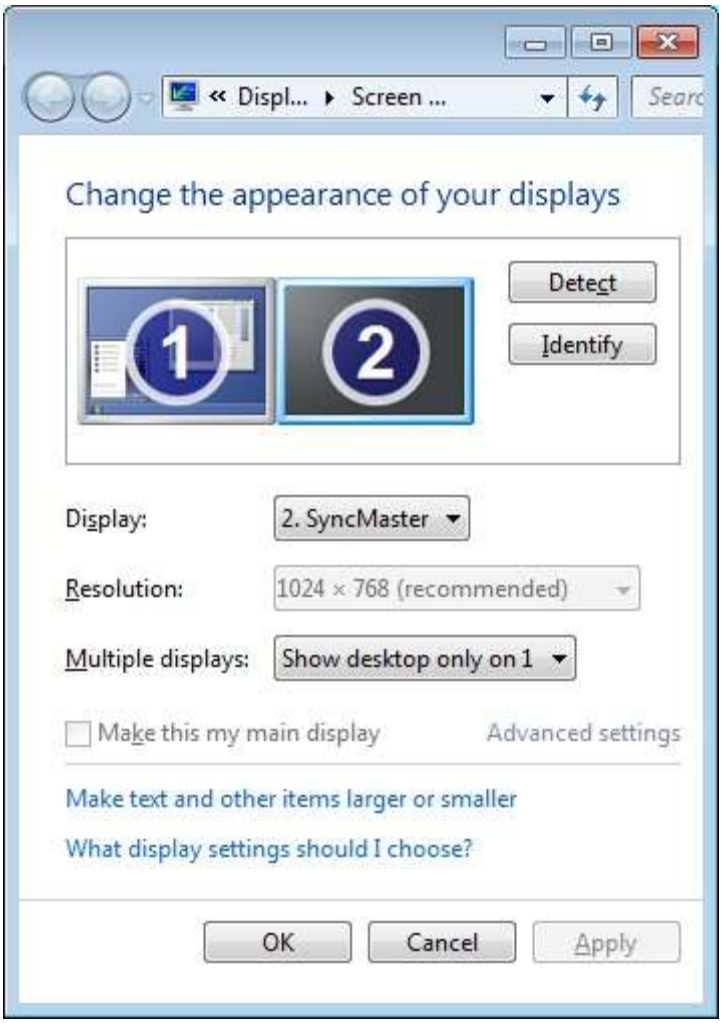
Unable to Create Back Surface Error Message

This error usually appears when there are issues with the memory insufficiency in your video graphics card. You may also have your color quality settings set too low. Many times it is fixable. However, the video card may need to be upgraded.

See: **Computer Requirements** under **Computer Requirements** to see if your computer meets the requirements to use the DirectX functionality of EasyWorship.

Follow these steps to adjust your video setting for a possible solution:

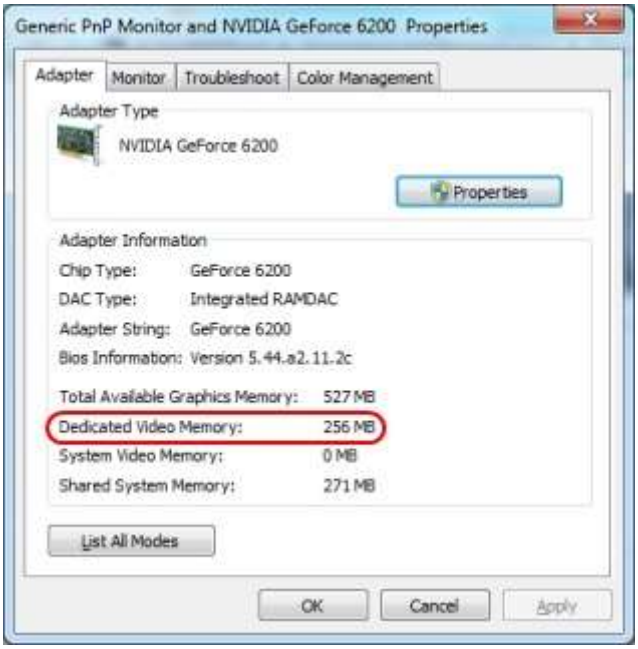
1. Close EasyWorship.
2. **Right Click** on the Windows desktop.
3. Click on: **XP:** Properties **Vista:** Personalize, **7:** Screen Resolution
3. Click the **Settings Tab** or the **Display Settings Link**.



6. Click on **Monitor 2**.
7. In the **Color Quality** area, verify that the color quality **isn't 8bit**. If it is, change the color quality to **Highest (32bit)**.
8. Click **Apply**. You will be asked if you wish to keep these settings. Click **Yes**.
9. Close out all these windows and **Open** EasyWorship again and see if this will fix your error.

If the steps above don't fix your error:
Make sure your computer has at least 64 MB of video ram.

1. Follow steps 1-5 above.
2. Select **Monitor 2**.
3. Click the **Advanced** button at the bottom right.
4. Click the **Adapter** tab.



- If the Memory Size or Dedicated Video Memory is less than 64 MB, you will have to upgrade your video card.
- If the Memory Size or Dedicated Video Memory is N/A, your video card isn't reporting the amount of memory available for the second monitor. You will probably need to upgrade the video card in your computer. Contact tech support before upgrading your video card.

DVD Problems

See: Troubleshooting DVD Issues